

**COASTAL LEARNING CENTER MONMOUTH**  
38 Arnold Blvd., Howell, NJ 07731 • Tel. (732) 367-6663 • Fax (732) 367-7632  
**JOHN E. MELLOY, M.A., EXECUTIVE DIRECTOR/PRINCIPAL**

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SHANNON SMIALKOWSKI, M.S.W., L.S.W.  
Intake Coordinator

JENNIFER L. MELLOY, M.S.  
Supervisor of Curriculum & Instruction

GARNET GRAYSON  
S.L.E. Coordinator

LYNDA D. MEGILL, B.S., R.N., C.S.N.  
School Nurse

MAHER B. AWAD, M.D.  
Psychiatrist

## **Coastal Learning Center-Monmouth**

### **2024-2025 Chapter 27 Emergency Virtual/Remote Instruction Plan**

This plan will be implemented in the event of a 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. The principal will consult with administration, prior to implementing Coastal Learning Center-Monmouth's plan of virtual/remote instruction.

A day of virtual/remote instruction, if instituted under this plan approved by the 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 such other matters as determined by the Commissioner of Education.

#### **Equitable Access and Opportunity to Instruction**

Should we need to close the school, students will use their school-issued tablets to attend virtual learning provided by their classroom teachers. Throughout school closures, Coastal Learning Center-Monmouth, will continue to provide students with instruction, within 24 hours of the school closing, that is designed to build upon the learning trajectory already established in the classroom. Teachers will be required to create virtual classrooms utilizing the Zoom platform along with Moodle and schedule sessions within the allotted time based on their school schedules. **Coastal Learning Center- Monmouth will work with students who do not have internet access in their home to identify and provide alternative accessibility measures as available.**

The teaching and learning plan for each day will typically mirror the student's in-person schedule with time between these sessions for the students to apply their learning to independent work. Students requiring additional support will be provided with this remotely by their class teacher or other staff members using 1:1 video sessions, phone calls, or the chat function on our learning platforms. Teachers will instruct students in language-arts, science, history/social studies and mathematics daily. Teachers are encouraged to provide this instruction through synchronous lessons in order to maximize student growth potential.

#### **Technology Assistance via Remote Learning:**

**For technology needs during remote learning, parents/guardians/students are to contact Mrs. Alagna at [lalagna@coastallearningcenter.org](mailto:lalagna@coastallearningcenter.org).** Administration will monitor this information Monday through Friday, from 8am - 3pm and will respond through email. In the event a Chromebook/tablet or other device needs to be repaired, Mrs. Alagna will coordinate a date and time to pick up technology from the school.

## Virtual or Remote Instruction Day

In the event that Coastal Learning Center-Monmouth must have a classroom or the entire school switch to remote learning, the following would apply:

Students are to have a minimum of 4 hours of instruction daily, following an early dismissal schedule. This includes Zoom Meetings, instruction, small group, and independent work time. The staff/students will follow the time of the regular school schedule. Lunch periods will not be followed on early dismissal days if we are following the remote plan, and students will utilize this time for independent work. Teachers will be available to answer questions during this time.

- Staff will work from school in their individual offices/classrooms. Staff will have adequate internet access and all necessary resources.
- Teachers will do a group meeting via Zoom at the beginning of the student's school day. This must be done daily and attendance must be recorded.
- A classroom, whether in the traditional form, or the online form, must be a safe place to foster and engage in open discussions without hostile, discriminatory, or inappropriate comments. Therefore, it is important for all teachers to set ground rules for online discussions.
- Teachers will instruct students in language-arts, science, history/social studies and mathematics daily. Teachers are encouraged to provide this instruction through synchronous lessons in order to maximize student growth potential.
- Weekly lessons will be done in health and physical education and other specialty subjects.
- Teachers will also work to cultivate connections through the use of Zoom for small groups and/or 1:1 instruction. This is to be done at least 2 times a week for each student.
- Teachers will incorporate assessments on a daily, weekly, and end of the unit/chapter basis to measure student growth and learning. Parents will be informed of any student progress via alternating weekly phone calls and written progress reports.

During Remote Instruction, the teacher's responsibilities include:

- Daily Zoom Meetings with students to take attendance
- Daily lessons in the four core subject areas
- Posting of assignments
- Weekly lessons in health, physical education and other specialty subjects
- Small group instruction or 1:1 conferences with students weekly

During Remote Instruction, the Specialty Area/Physical Education teachers responsibilities include:

- Meeting via Zoom with class at the normally scheduled period
- Supporting families and students in accessing and participating in remote learning
- Submitting lesson plans to the Supervisor of Curriculum & Instruction as usual through Realtime

During Remote Instruction, the Counselors responsibilities include:

- Leading small group instruction in a virtual environment
- Creating monthly Group lessons for each class and schedule time to share those lessons
- Research websites, videos, and links for accessible activities that teachers can incorporate into lessons
- Supporting families and students in accessing and participating in remote learning
- Counselors can be added to online classes as co-teacher as necessary to assist with struggling students
- Individual counseling sessions held via phone or Zoom

During Remote Instruction, the School Nurse responsibilities include:

- Ensuring that immunizations are current in Realtime
- Conducting telehealth for screenings as required during remote instruction
- Provide health care through assessment, intervention, referrals, and follow-up

During Remote Instruction, the Technology Specialist responsibilities include:

- Check in with staff in assigned buildings to assist with technology issues/problems
- Check In with administrators to see if families are in need of assistance with technology
- Create “how to videos” on the different educational platforms the teachers are using and post on the school website for staff, parents and students

During Remote Instruction, Support staff/Paraprofessionals responsibilities include:

- Participating in whole group class meetings
- Providing real-time support during virtual sessions
- Researching websites, videos, and links for accessible activities that teachers can incorporate into lessons
- Supporting families and students in accessing and participating in remote learning. Teacher Assistants should be added to online classes as co-teacher

- Leading small group instruction in a virtual environment
- Facilitating the virtual component of synchronous online interactions
- Conduct Zoom meetings with students to assist in instruction

## **Addressing Special Education Needs**

Coastal Learning Center- Monmouth will continue to provide instruction for students receiving special education and related services. Services may differ for individual students, however the list below outlines the methods in which students shall be provided Special Education and Related Services:

- Instruction should be tailored to the student's individual needs in a most appropriate method for remote learning. Appropriate accommodations and modifications will be made for students based on their IEP and individual needs in all classes.
- IEP implementation and progress reporting will continue to be monitored and tracked through Realtime.
- Related Services will be provided through Zoom meetings as appropriate and as required by the student's IEP, and to the greatest extent possible. Services will be provided individually or in a small group for designated services. Related Service Providers will document services offered, services provided, and student progress towards their Individual Education Plan Goals and Objectives.
- Evaluations and other meetings (30 Day, Annual Reviews, Manifestations, Parent requested, Re-evals, etc.) to identify, evaluate and/or re-evaluate students with disabilities will be conducted virtually when the OOD Case Managers schedule the meetings with CLCM.

## **Addressing English Language Learners (ELL) Plan Needs**

NA-Coastal Learning Center-Monmouth does not have any ELL and/or bilingual students, therefore we do not have that program.

## **Attendance Plan**

- To ensure that students get credit for attendance, as students log in and/or communicate with their teacher via Zoom meetings during their regularly scheduled class period, the teacher will mark that student present in Realtime. A student's promotion, retention, and/or graduation based on attendance is based on the student's sending district's attendance policy and is determined by the CST at the Annual Review meeting or Exit meeting.
- Teachers will be available to communicate with students/parents/guardians throughout the day via video conference as well as email during times when they would normally have class.
- All lessons will be aligned with school-approved curriculum and New Jersey Student Learning

Standards. All lessons will have a student learning objective as per district instructional guidelines. All

lessons will have means to check for student understanding of that objective and offer specific student feedback.

- If students are not participating in online instruction and/or submitting assignments the teacher will reach out to the parents/guardians and inform the student's counselor, case manager (if applicable), assistant principal, and/or principal who also follows up via email and phone calls if needed.

## **Safe Delivery of Meals Plan**

In order to continue meal service while moving to fully remote instruction, the following plan has been developed in association with the school's Food Program:

### Meal Distribution Safe delivery of meals:

- Family lunches will be prepared in our kitchen and distributed 10am-1pm on Tuesdays and Thursdays throughout the closure for our top 25 neediest families.
- Our kitchen supervisor and a small crew of employees are responsible for preparing and delivering meals twice a week.
- We have a zero touch policy so food is taken directly from our ovens and delivered to our families.
- Contactless delivery is in place.
- Employees delivering food are required to wear masks and gloves at all times.
- Distribution will begin on the second day of school closure
- Distribution will end on the last day of school closure

### Kitchen Safety/ Food Safety

Kitchen cleanliness and sanitizing will take place daily. The NutriServe staff will complete a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards.

## **Facilities Plan**

Under the direction of the Director, the custodian would be on campus every day performing maintenance and cleaning tasks, as required. While buildings would remain closed to all students, personnel will be on duty each day to help facilitate technology/computer replacement/issues or special situations requiring limited building access.

## **Essential Employees**

In the event of a school closure, the following personnel are deemed essential and are required to perform specific duties. In updating our remote plan, Coastal Learning Center-Monmouth considered our own unique and particular circumstances to determine which personnel would

be considered essential and need to perform some duties during a closure:

The director/principal, to oversee and coordinate operations; the school business administrator, to maintain business office operations; staff needed in the preparation or delivery of food; and maintenance staff, to provide access to the facilities, and to clean and sanitize buildings as needed. Teachers will begin the virtual school day with an announcement, they will communicate with staff, parents and students and emphasize the importance of teaching and learning expectations to the faculty/staff and students. The Director for Curriculum and Instruction will monitor lessons, offer professional development and order materials and resources as needed. They will also facilitate virtual meetings, communicate with sending districts and ensure that the needs of our Special Education students are fully addressed. The Technology instructor will be on-site to monitor the Tech Support link for Faculty and Staff and the Parent Tech Help Desk and to troubleshoot any technology issues. Administrative Assistants will support Administration remotely or on-site as determined by need and circumstance.

## Other Considerations

A. Accelerated learning opportunities -NA

B. Social and emotional health of staff and students

- Counselors will be available to meet with individual students in order to address student's social and emotional health.
- Teachers will be provided necessary training in order to be able to properly identify students who are experiencing difficulty in dealing with remote learning.

C. Title I Extended Learning Programs -NA

D. 21<sup>st</sup> Century Community Learning Center Programs -NA

E. Credit Recovery

- Coastal Learning Center-Monmouth administration will continue to monitor student attendance and will identify any students who are in danger of exceeding the unexcused absence limitations.
- Students who are in danger of failing due to absences will be provided the opportunity to make up time and any required course work. ESY is also an option to recover credits.

F. Other extended student learning opportunities-NA

G. Transportation - NA during school closures

H. Extra-curricular programs -NA

I. Childcare -NA

J. Community programing

- The director will be responsible for determining if community events/activities will be held in the school buildings.
- If it is decided that the school buildings can be used, all groups will be required to follow appropriate Covid protocols as determined by the New Jersey Department of Health.