



Verona Public Schools

Emergency Virtual / Remote Instruction Plan 2021-2022

(BOE Approved: October 12, 2021)

[Covid-19 Updates](#)

Full Remote Learning Schedule

(Pages 99 - 102 of Restart & Recovery Plan)

Elementary Schools - Brookdale, FNB, Forest, Laning

	Monday - Friday
	Remote via Live stream (Grades K-4)
8:30-2:45 Sample Schedule	<p>Teachers will provide a combination of synchronous and asynchronous remote instruction</p> <p>The following are approximate timeframes for subject areas:</p> <ul style="list-style-type: none"> ● 90 minutes LAL ● 60 minutes Math ● 30 minutes Science/ Social Studies ● 30 minutes Conflict Resolution ● SEL Lessons (Two units, four lessons per unit) as scheduled ● Specials as scheduled (Art, Music, PE/Health, Vocal Music, Library, World Language (1-4 ONLY), Chorus (3-4 ONLY))
45 Minute Midday (*may differ between schools and grade levels)	Lunch - as scheduled
2:45-3:30	Teacher planning/preparation time

Please Note:

- The full remote emergency learning plan at the elementary level is intended to replicate the instructional day of our current in-person schedule.
- The sample schedule reflects grades 1-4. Kindergarten minutes will vary. All grade level minutes are based on district elementary content area guidelines for instructional minutes.
- Small group and or 1:1 instruction will occur as deemed appropriate by the teacher, assigning asynchronous instruction for the remainder of the class.

- Special education & related services for qualifying students will take place throughout the week as scheduled.
- Social Emotional Learning lessons will be scheduled by the school counselor on a rotating basis.
- Conflict Resolution lessons will be implemented by the classroom teacher each week for 30 minutes.
- “Brain breaks” will be offered throughout the day.

**Henry B. Whitehorne (HBW) Middle School
(Monday through Friday)**

Period/Time	Grade 5	Grade 6	Grade 7	Grade 8
1 8:30-9:15 (incl. HR)	Core Class	Core Class	Core Class (Olm) Cycle Class (Carn)	Phys Ed OR World Language
2 9:25-10:05	Core Class	Core Class	Phys Ed OR World Language	Core Class
3 10:15-10:55	Core Class	Cycle Class	Core Class	Phys Ed OR World Language
4 11:05-11:45	Core Class	Core Class	Core Class	Cycle Class (Olm) Core Class (Carn)
11:50-12:35	Lunch			
5 12:40-1:20	Cycle Class	Core Class	Phys Ed OR World Language	Core Class
6 1:30-2:10	Phys Ed/World Lang	Core Enrichment (GE)/ Support Class (SE)	Core Class	Core Class (Olm) Cycle Class (Carn)
7 2:20-3:00	Core Enrichment (GE)/ Support Class (SE)	Phys Ed/World Lang	Cycle Class (Olm) Core Class (Car)	Core Class
3:00-3:30	Teacher Office Hours			

Please Note:

- School start and end times: 8:30 a.m. - 3:00 p.m.
- Lunch will be delivered to free and reduced lunch students
- 7 periods each day
 - Classes are 40 minutes in length each, except for period 1 which includes homeroom is 45 minutes in length
 - 10 minutes breaks in between classes to allow students a break from screen time
- Assignment length (i.e. homework) reduced due to the amount of daily screen time.

Remote VHS Schedule

Period/Time	(A Day)	(B Day)	(C) Day	(D) Day
Block 1 8:15-9:05	Period 1	Period 4	Period 3	Period 2
Block 2 9:08-9:58	Period 2	Period 1	Period 4	Period 3
Block 3 10:01-11:01 For Labs: 10:01-11:11	Period 3	Period 2	Period 1	Period 4
11:01-12:01	Lunch			
Block 4 12:01-1:01 For Labs: 11:51-1:01	Period 5	Period 8	Period 7	Period 6
Block 5 1:04-1:54	Period 6	Period 5	Period 8	Period 7
Block 6 1:57-2:47	Period 7	Period 6	Period 5	Period 8
Teacher Office Hours 2:50-3:10	Teacher Office Hours			

Please Note:

- School start and end times: 8:15 a.m. - 2:47 p.m.
- Lunch will be delivered to free and reduced lunch students
- Using “Drop-Rotation” Schedule
 - 6 periods a day (each period is 50 minutes in length)
 - 10 minutes breaks in between classes to allow students a break from screen time
- Assignment length (i.e. homework) reduced due to the amount of daily screen time.

Delivery of Long Distance Instruction

(Pages 103 - 106 of Restart & Recovery Plan)

General Expectations

If the Verona Public Schools need to transition to a full remote model, the schedules will include a combination of synchronous, live stream instruction, and asynchronous, pre-recorded lessons, with an emphasis on synchronous instruction. For example, an elementary teacher will synchronously meet with his or her students to teach a live math lesson. Students will participate in the math lesson virtually from home through synchronous, live stream instruction via videoconference (i.e. Google Meet).

The Verona School District has committed extensive financial resources for the purchase of advanced technology and staff development in preparation for a more enhanced remote teaching and learning experience through synchronous, live stream instruction. The District will be distributing new interactive, touch screen laptops for teachers, along with secondary 27-inch monitors for engaging and viewing remote students via video conference. Additionally, each teacher will be given high definition cameras that will improve efficiency in the delivery of instruction for teachers and the learning experience for our students. This investment in technology will allow our staff to effectively transition to full, virtual instruction, in a hybrid setting, or even when we return to a normal school schedule after the pandemic. Students will continue to utilize their personal device or continue to use a school issued device.

The Verona School District will continue normal grading practices if we move to remote learning with proposed modifications to instructional delivery. Discussions on the adjustment to our curriculum will continue to develop between our teachers and administration throughout the 2021-22 school year. Our administrative team will continue to review and revise policies with our Board of Education when it is necessary.

All teachers, K-12, will be expected to deliver live instruction to their students remotely.

Elementary teachers will use Google Classroom. Other platforms and programs may be used for content delivery.

[HBW Teachers](#) will be responsible for providing Google Classroom Student Codes to administrators of their classroom plans, activities, and assessments. Teachers' Google Classrooms contain evidence of differentiated content, instructional activities / strategies and assessments.

[VHS Teachers](#) will be responsible for providing Google Classroom Student Codes to administrators of their classroom plans, activities, and assessments. Teachers' Google Classrooms contain evidence of differentiated content, instructional activities / strategies and assessments.

[Pre-K-12 Special education/ESL teachers](#) will provide each program of students with appropriate materials using a variety of instructional tools and create a means of parent

contact via mail and/or email. Classroom codes will be provided to the department supervisor along with a record of lesson topics. Classrooms contain evidence of differentiated content, instructional activities / strategies and assessments.

[School Counselors](#) will be conducting all previously scheduled parent conferences via phone or Google Meet. They will also be available for additional phone conferencing as needed. Please request these additional conferences via email.

Technology for Students

Students who do not have access to a device will be provided with a device (Chromebook) from the Verona Technology Department. In addition, students who do not have wireless access will be provided a Verizon or Optimum Online Hotspot by VPS through the VPS Technology Department. Ongoing tech problems will be handled on a case by case basis by the VPS Technology Department.

Home Instruction

Students who will need Home Instruction will continue to receive it. Students and home instruction teachers will access assignments via Google Classroom and/or email from the instructor. Home instructors will provide support to the student via video conference or phone.

Attendance (Staff)

All staff are expected to complete the district **Employee Check-In Form** before 8:00 a.m. each day.

- If a staff member is ill, then they should follow standard sick day procedures (complete AESOP). Teachers are expected to post an assignment (sub-plan) in the Google Classroom and provide a message that you may not be available for questions, discussion, etc.

Attendance (Students)

Elementary teachers will take attendance when they are meeting with students synchronously (live meeting). Your child is expected to attend every live session the teacher creates. Our teachers need to visually see your child to ensure that learning is occurring during each period.

HBW & VHS teachers will take attendance each period, every day. Your child is expected to attend every period, every day unless a teacher assigns an asynchronous lesson. Our teachers need to visually see your child to ensure that learning is occurring during each period.

Parents/guardians: If your child is going to be absent, please contact the administrative assistant at your child's school before the start of school that day. The New Jersey Department of Education (NJDOE) requires that we record daily student attendance.

Assessments/Grades

It is the district expectation that instruction and assessment should be closely linked. Teachers are encouraged to continually utilize formative assessments as a means to "check for understanding." Some formative assessments may be formally graded, but will not be worth a very large point total that is typically reserved for end-of-unit summative assessments.

At the end of our UbD units, our teachers are administering summative assessments to their students where possible. Summative assessments may be a unit test, a written paper, a Google SlideShow, a structured debate, or a project. Students may be allowed to use their notes, presentations, and books while taking these assessments - each teacher will clearly define their expectations.

Communication

The communication channels will be Google Classroom, district email, and phone calls for all teachers/staff to contact students and/or parents.

Communication guidelines for addressing students not handing in assignments:

1. Teachers will speak/email the student directly to inquire why an assignment is missing.
2. If a student doesn't respond to the teacher, or doesn't turn in assignments for two days in a row, please email and/or call the parents.
3. If after contacting the student and parents, assignments continue to remain missing, teachers will reach out to the school counselor/case manager/administration and a phone conference/Google Meet will occur with the parents and student.

Staff members will respond to emails within a 24-hour window during the work week and within a 48-hour window during the weekend.

Additionally, teachers and administrators are using Google Chat, Google Meet, and Google Drive comment features, the Remind app, and others at teacher discretion.

Blast communication that needs to be sent out to the entire Verona community will be sent via the school email using Constant Contact.

Continual updates are being posted on our district website, the link is included at the top of this document: [Covid-19 Updates](#).

Academic, Social, and Behavioral Supports

(Pages 67-69 of Restart & Recovery Plan)

Students who are experiencing learning or behavioral difficulties are generally referred to Intervention and Referral Services (I&RS), Counseling, the 504 team or the Child Study Team (CST). Plans to support those students are developed after consultation with staff and parents. The existing plans may require modifications to accommodate the present reality of scheduling, mask wearing, social distancing, etc. and those need to be addressed as needed.

It is anticipated that new supports will be needed to remediate learning loss due to school closure and remote learning. Additionally, some students may experience behavior challenges as a result of the new expectations such as remaining socially distanced and mask wearing.

During these unprecedented times, it is anticipated that students may find it difficult to adhere to new expectations. In particular, students with high energy levels and delayed executive functioning may need frequent breaks from the classroom. This may require staff members such as counselors, behaviorists, or any available adult to take the child for a brief walk or stretch when they become unable to function in their group. This is also a good time to attend to the student's individual SEL needs with a brief conversation or a game.

Multi-Tiered Systems of Support

Verona School District will be utilizing the RTI framework (Response to Intervention) as a systematic approach to prevention, intervention and enrichment for students in grades PK-12. Verona will

- Administer universal screening to drive instruction in the Fall of 2021, whether we are in-person or virtual.
- Form teams of staff to utilize the data to inform decisions about instruction and intervention in each support tier.
- Include family members in the decision making process
- Make instructional decisions grounded in the data obtained from formative assessments.

Special Education and ESL Services

The Verona School District will continue to meet our obligations to students with disabilities and or ESL students to the greatest extent possible. The district will have:

- Procedures to address the return to school of medically fragile students and students with physical or health impairments who may require accommodations and modifications as part of an IEP or 504.
- IEP teams review student data/progress to determine whether critical skills were lost during the 20-21 school closure.

- IEP teams consider the impact of missing services on student progress and determine if additional services are needed.
- IEP teams develop a procedure to complete overdue and/or incomplete evaluations to determine eligibility for special education services
- Clear communication to parents/guardians for the procedures for student referrals and evaluations to determine eligibility for special education and related services or a 504 plan.
- ESL screening will occur for all incoming identified students
- ESL services will be provided as dictated by the students program.

Social Emotional Learning Students Well Being

The Verona Schools uses a comprehensive approach to addressing the academic, behavioral, and social-emotional needs of students with interventions both inside and outside of the school environment. Verona accomplishes this through following:

- Our elementary counselors will work with elementary students, teachers, and parents to implement Peekapak (<https://www.peekapak.com/>), a social emotional learning curriculum designed to support students through engaging lessons, stories, and personalized learning experiences. Furthermore, our counselors will teach our students about self-regulation, teamwork, empathy, and more social emotional learning skills that are aligned with the Common Core literacy standards, actively engage students, and promote diversity and inclusion.
- Our elementary schools will continue to implement an annual curriculum with students and parent communities to increase effective student communication, empower students to solve problems with their peers, and to reduce student conflicts.
- Conflict Resolution lessons will continue to be taught by the classroom teacher. This will also include the bi-weekly home-school connections.
- Peer Mediation - Peer Mediators will not be assigned mediation duties due to social distancing limitations. However we will continue with the recruitment and training process.
- Working New Jersey Positive Behavior Supports in Schools (NJ PBSIS), our middle and high schools have created a positive school climate with students and staff by implementing two important features of a school-wide student recognition system: behavior specific praise and reward tickets and tokens.
- Our middle school staff has created O.W.L. days that support our students through goal-setting, open-mindedness, team-building, VHS peers, and celebration sessions.
- Our middle school counselors teach students advisories in grades 5 and 6 throughout the school year. This allows them to develop better relationships with their students as well as providing current social-emotional programming.
- Our high school staff celebrates students with strong work ethics, determination,

and grit by highlighting monthly students of the month awards during our Board of Education meetings.

- Our high school counselors meet with each and every student under their guidance on an annual basis. Our counselors support both the students and parents during their high school journey from the beginning of ninth grade all the way through twelfth grade socially, emotionally, and academically.

Social Emotional Learning Educators Well-Being

It is extremely important for the Verona School District to address the social emotional well being of its staff. If our staff is healthy both emotionally and mentally, they will be better able to promote a healthy learning environment for our students.

The Verona School District will look to:

- Promote self-care and wellness through the summer and at the start of the 21-22 school year.
- Create opportunities for the staff to practice and reflect on their emotional well-being.
- Provide time for the staff to re-establish their connections with their colleagues.

Trauma-Informed Social and Emotional Learning

The Verona School District will continue to embed Social and Emotional Learning into the classrooms. The district puts the mental health and well being of its students and staff in the forefront and realizes the potential trauma that the COVID-19 closures may have caused. In that regard, the district will:

- Establish routines and maintain clear communication on the importance of SEL and how it translates to student success during the school year whether in-person or virtually.
- Support students and staff in feeling safe.
- Continue to provide professional development in social emotional learning and the integration into the classroom.
- Identify staff in each building who can address the trauma and emotional well being of our students.
- Provide professional development on trauma informed practices working with Facing History and Teaching Tolerance as two examples.

Student Nutrition (Free & Reduced Lunch)

(Page 62 of Restart & Recovery Plan)

The Verona Public Schools will provide lunch to students who qualify for free and reduced lunch. The meals will be made fresh on a daily basis and will be delivered to the homes of the eligible students.

If it comes to the administration’s attention that a family’s financial status has changed and has been adversely impacted, those families may be eligible for the free & reduced lunch program.

Staff Observations

Principals and supervisors will complete scheduled observations for non-tenured and tenured staff using Google Meet if remote learning is long-term.

- If remote learning becomes long term, then the district DEAC will re-convene and will revert back to protocols followed during the 2020-21 school year.
 - Each formative observation will be announced.
 - First round observation will have a pre- and post-conference.
 - Second and third round observations will have at least a post-conference.

Google Classroom

School	Instructional Staff	Principal/Supervisor
Brookdale	Generalists Specialists Special Education CST	Ms. Stuto Ms. Stuto/Dr. Lanzo/Ms. Palmerezzi Ms. Venezia Dr. Mauriello
FN Brown	Generalists Specialists Special Education CST	Dr. Lanzo Dr. Lanzo/Ms. Stuto/Ms. Palmerezzi Mrs. Venezia Dr. Mauriello
Forest	Generalists Specialists Special Education CST	Mr. Monacelli Mr. Monacelli/Mr. Freund/Ms. Palmerezzi Ms. Venezia Dr. Mauriello
Laning	Generalists Specialists Special Education CST	Mr. Freund Mr. Monacelli/Mr. Freund/Ms. Palmerezzi Ms. Venezia Dr. Mauriello
HBW	Humanities Physical Education Special Education STEM Specialists Counselors CST	Ms. Albretsen Ms. Palmerezzi Ms. Venezia Mr. Stevenson Mr. Lancaster/Mr. Galbierczyk Ms. Gadaleta (Ms. Charles)/Mr. Lancaster/ Mr. Galbierczyk Dr. Mauriello
VHS	Humanities Physical Education Special Education	Ms. Albretsen Ms. Palmerezzi Ms. Venezia

	STEM Specialists Counselors CST	Mr. Stevenson Mr. Cogdill/Mr. Merkler Ms. Gadaleta (Ms. Charles) Dr. Mauriello
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**Contact Information
District Administration**

Name	Title	Contact information
Dr. Rui M. Dionisio	Superintendent of Schools	rdionisio@veronaschools.org (973) 571-2029 ext. 7010
Dr. Charles R. Miller	Director of Curriculum, instruction, and Assessment	cmiller@veronaschools.org (973) 571-2029 ext. 7032
Dr. Frank Mauriello	Director of Special Services	fmauriello@veronaschools.org (973) 571-2029 ext. 7516
Ms. Laura Palmerezzi	Director of Athletics & Special Programs	rmerkler@veronaschools.org (973) 571-2029 ext. 1026
Ms. Jen Gadaleta (Ms. Meridith Charles)	Director of Counseling	jgadaleta@veronaschools.org (973) 571-2029 ext. 1041
Mr. Glen Stevenson	Supervisor of S.T.E.M.	gstevenson@veronaschools.org (973) 571-2029 ext. 7020
Ms. Gina Venezia	Supervisor of Special Services	gvenezia@veronaschools.org (973) 571-2029 ext. 7513
Ms. Julia Albretsen	Supervisor of Humanities	jalbretsen@veronaschools.org (973) 571-2029 ext. 7522
Mr. Eltion Ballaj	Manager of Instructional Technology	eballaj@veronaschools.org (973) 571-2029 ext. 7016

School Administration

Name	Title	Contact information
Ms. Nicole Stuto	Principal of Brookdale Ave Elementary	nstuto@veronaschools.org (973) 571-2029 ext. 3011
Dr. Anthony Lanzo	Principal of F.N. Brown Elementary	alanzo@veronaschools.org (973) 571-2029 ext. 4011

Mr. Jeff Monacelli	Principal of Forest Avenue Elementary	jmonacelli@veronaschools.org (973) 571-2029 ext. 5011
Mr. Howard Freund	Principal of Laning Avenue Elementary	hfreund@veronaschools.org (973) 571-2029 ext. 6011
Mr. Thomas Lancaster	Principal of Olmsted, HBW Middle	tlancaster@veronaschools.org (973) 571-2029 ext. 2011
Mr. Dave Galbierczyk	Principal of Carnegie, HBW Middle	dgalbierczyk@veronaschools.org (973) 571-2029 ext. 2012
Mr. Josh Cogdill	Principal of Verona High School	jcogdill@veronaschools.org (973) 571-2029 ext. 1010
Mr. Bob Merkler	Assistant Principal of Verona High School	rmerker@veronaschools.org (973) 571-2029 ext. 1016