

# Fall 2024-2025

## Bound Brook School District Emergency Virtual or Remote Instruction Program Guide

On July 2, 2020 the state established N.J.S.A. 18A:7F-9 that addresses the following: In the event the school district is required to close a school or the schools of the district 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 to institute a public health- related closure, the Commissioner of Education shall allow the district to apply one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed, to the 180-day requirement.

In the event the State or local health department determines it is advisable to close, or mandates closure of the schools of the district, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction.

Throughout the 2024-2025 school year, the district is committed to continuing the mission, goals, and strategies of the Bound Brook Board of Education:

The mission of the Bound Brook School District, reflecting our commitment to the pursuit of excellence, is to educate students to be successful and engaged citizens of an ever-changing world through outstanding teaching, challenging programs, and enriching experiences in a safe, nurturing learning environment.

### Goal Statements:

- All students will demonstrate personal growth and mastery of a well-rounded, challenging, and meaningful curriculum.
- All members of the school community will treat each other with compassion and mutual respect.
- All students will be engaged citizens. • All members of the school community will engage in effective communication.

### Strategies:

- Students: We will implement curricula and co-curricular activities that address differences in learning styles, interests, and levels of readiness.
- Articulation & Instruction: We will nurture student learning through effective K-12 articulation and instructional practices.
- Culture & Citizenship: We will foster a collaborative culture that promotes engaged citizenship through academics, co-curricular activities, service, and effective communication throughout the school community.
- Resources: We will provide the facilities, technology, and resources to support the mission.

Should the Bound Brook School District return to a hybrid or virtual program, the locally developed protocols addressing the Board's plan is as follows, to include, but not limited to:

School Day:

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. Principals may also add Principal's messages to these routine announcements.

BBHS HYBRID SCHEDULE 2024-2025

Planning and Preparation		8:00am-8:55am		55 minutes
Period 1		9:00am-9:55am		55 minutes
Period 2		10:00am-10:55am		55 minutes
Period 3 (Lunch/Study Hall)		11:00am-12:25am		85 minutes
3A	Basement and 3 <sup>rd</sup> Floor	11:00am	11:25am	25 minutes
3B	1 <sup>st</sup> Floor	11:30am	11:55am	25 minutes
3C	2 <sup>nd</sup> Floor	12:00pm	12:25pm	25 minutes
Period 4		12:30pm-1:25pm		55 minutes

Period 5	1:30pm-2:25pm	55 minutes
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Remediation 2:25pm-2:52pm 27 minutes

<b>Grades 7 &amp; 8</b>		
Planning and Preparation	8:00am - 8:55am	55 minutes
Homeroom	9:00am - 9:09am	9 Minutes
Period 1	9:12am - 9:57am	45 minutes
	10:00am - 10:45am	45 minutes
Period 2	10:48am - 12:01pm	75 minutes
Period 3/4 (Class Period & Lunches)	12:04pm - 12:49pm	45 minutes
Period 5	12:52pm - 1:37pm	45 minutes
Period 6	1:40pm - 2:25pm	45 minutes
Period 7	2:25pm-2:52pm	27 minutes

Elementary Schedule

8:00-8:45	Planning and Preparation	45
8:45-9:00 am	Student Arrival	15
9:00 - 9:45	Breakfast/HR/MM	45
9:45 - 11:00	Academics	75

11:05 - 11:55	Specials/Remediation	50
12:00 - 1:00	Lunch/Recess	60
1:15 - 2:30	Academics	75
2:30 - 2:40	Dismissal	10

2:45 - 3:15	Team Planning	30
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Instruction: Hybrid Learning

The district will be opening this September under in-person instruction. Should at any time the district be required to go fully virtual we will use our hybrid schedules. This will include all core academic classes and as many other classes as possible in our hybrid learning environment.

Kindergarten remote learning will be accomplished through a designated schedule with a variety of learning opportunities, assignments, and activities. Teachers and paraprofessionals in preschool will use ClassDojo to provide live and recorded small group and whole group activities and lessons.

The district will be utilizing our staff in the following manner to deliver educational content to students; instruction to students will be completed using Google Classroom and Google Meet at all grade levels. Online curricular programs in grades K-8 include but are not limited to IReady, IXL, Raz-kids, Wilson Foundations and Geodes Literacy, McGraw Hill Wonders and Maravillas Literacy, Savvas Learning Math, Science, and Social Studies, Discovery Education, Think Central, etc. Online curricular programs in grades 9-12 include Savvas Learning, McGraw Hill Online Platform, Discovery Education, Achieve 3000, etc. Staff will meet live with students daily and supplement live meetings with other online content and assignments.

Office Hours: Students at the secondary level will have access to their teacher's office hours at the end of each school day. More information will be forthcoming from teachers when they report.

At the beginning of the school year, each building will send a notice home to those families who may need internet through the district's hot spots. A schedule will be developed for the exchange of materials on a bi-weekly or monthly basis depending on the building or grade level of the child.

Each classroom will be outfitted with a camera. However, the camera will only be used at the discretion of the teacher, based on the need of the material or content to be delivered remotely to students. The purpose of the camera is to allow additional flexibility for our staff to connect with students and with classmates if we have prolonged periods of remote learning.

Co-teaching/In-Class Resource Support: The General Education and Special Education teacher will participate in the synchronous lessons. ○ Example: The General Education teacher will deliver the instruction while the Special Education teachers use the chat feature to answer students' questions. The Special Education teacher can provide supplemental material or modify assignments to help students with IEPs access grade-level work.

The district will utilize a weekly survey to gather feedback from staff, students, and parents. We will continue to use this data to make decisions and improve upon our hybrid learning environment and design.

Teachers will use LinkIt as our benchmark assessment tool. This assessment will give teachers a benchmark, as well as student strengths and areas of concerns to be addressed. Teachers will use this information to address student learning loss. This assessment will be given again in the winter and finally in the spring to monitor student progress throughout the year towards attaining proficiency in grade level standards. Teachers will also give weekly benchmark assessments on curriculum covered to assess which students need reinforcement or remediation. Students who are not attending or not making adequate progress will receive additional instruction time in the afternoons.

Additional time for planning, preparation, professional development, extra help/tutorial and office hours may be developed in this model as needed.

#### Virtual Attendance

School district policies for attendance and instructional contact time will accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met. Teachers will take attendance via Google Meets for students. \*Google Meets now has an attendance feature that teachers will also be required to use when meeting virtually with their students. Students who sign on to their virtual, synchronous sessions will be marked as "Remote Present" within the Genesis Platform.

Parents and students will have access to their respective Genesis portals to view attendance information. If there is a discrepancy in the attendance record, students and parents are highly encouraged to contact the specific teacher.

Attendance will be documented and submitted for review by Guidance Counselors, School Attendance Clerk and Building Principals/Supervisor. Administration will make home visits to students who fail to login daily and/or complete the required assignments.

Attendance is monitored comprehensively for each student and all decisions regarding retention/graduation are made in accordance with the district's policy and regulation, Attendance 5200.

#### Continuity of Learning

Ensuring the Delivery of Services to Students:

Remote/tele-therapy services are allowable. Students in full-time remote service that are eligible for related services will be provided the service through remote means.

Case managers will make weekly check-ins for students in resource and inclusion with the family

and the student's teacher to ensure IEP goals/objectives are continuing.

Classified students with Individualized Education Plans (IEPs) will receive modifications and accommodations according to their individual needs.

IEP implementation and progress reporting will continue to be monitored and tracked through the district's online IEP program.

Evaluations and other meetings to identify, evaluate and/or re-evaluate students with disabilities will be conducted virtually.

English as a Second Language (ESL) will be provided in accordance with required state guidelines. English Language Learners (ELL) will be scheduled for instruction by their ESL teacher. ESL instruction will be provided through a combination of ESL class instruction and/or in-class support. ESL teachers will be in contact with students and families to notify them of their schedule and progress.

ESL/ML students who will be following the general education cohort will be monitored. If additional services are warranted for specific students under this category, specific tiers of intervention will be followed.

All new students will be evaluated using the ML identification process including NJ Home Language Survey, Records Review Process, and Multiple Indicators for Identification. Students eligible for ML will be provided services.

504 Plans and accommodations will continue to be in place for students. Should adjustments, questions, or concerns arise: Elementary School: Questions or concerns regarding 504's should be directed first to the classroom teacher and then to the Instructional Supervisor. Middle School and High School: Questions or concerns should be directed first to the classroom teacher and then to the Guidance Department.

### Professional Development

Staff will continue to prepare lessons to maintain the continuity of instruction during their grade-level and departmental planning time and use Faculty and Curriculum meeting time. Principals will use their Team Leader meetings to disseminate information regarding expectations for teaching and learning in the event of school closing due to a public health related closure. In addition, a delayed opening for students may be utilized for faculty and staff to enable our staff to have additional, dedicated time to collaborate and prepare the necessary instructional resources aligned to our Remote or Virtual Instructional Plan.

The Chief Academic Officer will monitor lessons, offer "on the spot" professional development and order equipment and resources as needed.

The Director of Special Services will facilitate virtual CST meetings, communicate with Special Education and Related Services Staff and ensure that the needs of our Special Education students are fully addressed.

The Director of Bilingual, ESL, and World Language will monitor instructions and services provided to ESL/ML students and facilitate virtual meetings with ESL/ML staff.

The Director of Data, Planning, Research, and Evaluation will monitor teacher/student/family surveys and identify areas of concern or in need of addressing. He/She will facilitate virtual Guidance meetings, work with the Chief Academic Officer to communicate with Administration and

Related Services Staff, and schedule necessary preventative and awareness professional development sessions, student sessions, and family sessions to ensure that the social/emotional needs of all of the Bound Brook School Community are being addressed.

The Director of Technology 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.

Guidance counselors and social workers will work with Health and PE teachers to address the SEL competencies. Classroom and school wide activities using remote/virtual platforms will be created to include all staff and students with a focus on improving the school climate and individual mental health.

The school nurse will work to support lessons directly related to anxiety and mis-information about COVID -19 in conjunction with guidance staff, social worker, school psychologist and Health and PE teacher in order to further support the NJSL standards in Health. Use of staff meeting time, Professional development days along with individual personal time.

The program includes 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).

### Technology

The district has 1:1 Chromebooks for all students. Should we need to return to virtual instruction, each student will take home the district-issued Chromebook. Any family that does not have internet access at home will also be issued a district-owned hot spot for the continuity of education.

### Meals

The district will provide both breakfast and lunch to all students. Parents will utilize Pay Schools app to order lunches the week prior for the food service provider to prepare meals (one hot option and one cold option) for students. Meals will be picked up at locations throughout the district at select times. Some meals may be delivered to those families with hardships who cannot pick up the meals at the district. Attendance will be documented and submitted for review by Guidance Counselors, School Attendance Clerk and Building Principals/Supervisor. Administration will make home visits to students who fail to login daily and/or complete the required assignments.

Attendance is monitored comprehensively for each student and all decisions regarding retention/graduation are made in accordance with the district's policy and regulation, Attendance 5200.

### Facilities Plan

All use of facilities by outside agencies will be canceled for the affected school(s).

Custodial maintenance and grounds staff will continue to maintain the buildings and grounds throughout the extended period of closure under the direction of the Supervisor of Buildings & Grounds. Written cleaning and disinfecting procedures are in place to notify school-based

janitorial, and administrators of any changes in cleaning guidelines issued by the District or in response to OSHA and CDC revised guidance. It is expected that this guidance will be updated in real-time based on circulating levels of the virus in local areas. In anticipation of this, we have established a “sign off” process for documenting that the new information has been read and understood by all custodial staff.

### Other Considerations

- Transportation will be provided to school(s) not affected by emergency virtual or remote instruction.
- All non-virtual field trips will be canceled for the affected school(s).
- BOE approved co-curricular activities and athletics may occur remotely for the affected school(s) through virtual meetings/workouts.
- School(s)/bus(es) affected by the closure will encounter a deep cleaning, disinfection and sanitization process.
- School nurses will monitor health related items and IHP remotely.
- The Superintendent will maintain regular communication with the local health department.
- Students will be provided with enrichment opportunities/accelerated learning opportunities virtually, as needed and as assigned by the teacher.
- Counseling services will be provided in a virtual setting and online resources will be made available to staff, students and the school community to assist with the social and emotional health of staff and students.
- Title I Extended Learning Programs will be provided virtually.
- Intervention services and resources will be provided virtually to students requiring credit recovery.
- Other extended student learning opportunities will be provided to the school community virtually and/or electronically.
- In keeping with the district’s practice during a closure for inclement weather, there will not be Before- or AfterCare programs held during a health-related closure. Middle Earth, the district’s 21st Century Community Learning Center Program will operate remotely and develop a schedule/plan in collaboration with the school district.
- District will provide resources available to families exhibiting childcare needs.
- District will provide communication to the school community regarding programming.
- The district Mentoring Plan has been completed for the 24-25 school year. Mentors will continue to meet weekly with their mentees and document such meetings. Zoom platform may be used for this purpose if the school is on remote/virtual learning.
- Staff evaluation will take place according to Achieve NJ guidelines. The Stronge tool is used



for teachers, supervisors and principals, Educational Support Staff, instructional aides, secretaries , custodians, and non certificated staff.

- The District will identify and provide a list of essential employees to the county office at the time of the district's transition to remote or virtual instruction.

### Posting of Plan

This plan will be posted on the district website at [www.bbrook.org](http://www.bbrook.org).

Approved by the BOE: July 24, 2024