

# GREENWICH TOWNSHIP SCHOOL DISTRICT

## Emergency Virtual and Remote Instructional Plan

2024-2025



## **Introduction**

This plan is provided to the Greenwich Township School District (GTSD) in compliance with P.L. 2020, Chapter 27, which requires all districts to have in place a plan to move to virtual or remote learning, if needed, to comply with the 180-day requirement for student learning. This plan would be implemented in the event of a closure lasting three consecutive school days or more due to a declared state of emergency declared public health emergency, or a directive from the appropriate health agency or officer to institute a public health-related closure.

This plan may be implemented for all schools simultaneously or independently depending on the nature of the circumstances. This plan will be enacted and if practicable, the Superintendent of Schools will consult with the Board of Education. A day of instruction if implemented under this plan, as approved by the GTSD Board of Education and the New Jersey Commissioner of Education, will be considered a full day of school attendance for the purpose of meeting State and local graduation requirements, awarding of course credits and such other matters as determined by the Commissioner of Education.

The plan will include all areas required by the New Jersey Department of Education. It is the intention of the GTSD Board of Education to provide instruction including related services to the extent possible during these times of emergency closure.

This plan will annually be approved by the GTSD Board of Education, submitted to the New Jersey Department of Education, and posted on the District website.

# **Required Information**

## **Internet Access and Device Availability**

All K-8 students have been provided with a one-to-one Chromebook for use both in school and at home. The District has and makes available supplementary broadband equipment to enable those without connectivity to access educational programming. The District Technology Office will continue to monitor needs via multiple data sources, including surveys and individualized contact, and will disseminate resources, as necessary.

## **School Meal Programs**

The District will implement multiple mitigation strategies during mealtimes. This may include cohorts of small groups, physical distancing, restricted seating, eliminating self-serve options, physical barriers, and eating outdoors when possible. If necessary, the District can and will provide access to prepared food through pick up and/or delivery.

## **Length of Virtual/Remote Instructional Day**

The District will ensure that the length of the virtual/remote teacher lead instructional day will mirror to the extent possible the length of a day of in-person instruction and be no less than four hours. Flexibility will be provided to the Superintendent to move in-service day(s) scheduled later in the school calendar to the first day(s) of school closure to allow for coordination among staff to ensure continuity if needed. The Superintendent will seek the appropriate update to the school calendar if this plan is enacted at the next possible Board of Education meeting.

During the emergency, the District will enact either the full-day schedule, early dismissal schedule, or delayed opening schedule for students as determined by the administration, while days for staff will remain full days. These schedules will be communicated to families.

Faculty meetings and any additional time that may become available due to a schedule change will be used for training(s) and professional development for teachers and administration. The goal of each training session will be to provide support with SEL, culturally responsive teaching, and other identified areas of need. It is anticipated that classes and related services will be provided during this time to the extent possible.

## Broad Street Elementary School (BSS) Schedule

<b>PERIOD</b>	<b>TIME</b>
<b>Homeroom</b>	<b>8:20 – 8:37</b>
<b>1st</b>	<b>8:37 – 9:17</b>
<b>2nd</b>	<b>9:18 – 9:59</b>
<b>3rd</b>	<b>10:00 – 10:40</b>
<b>4th</b>	<b>10:41 – 11:26</b>
<b>5th</b>	<b>11:26 – 12:16</b>
<b>6th</b>	<b>12:16 – 1:06</b>
<b>7th</b>	<b>1:07 – 1:52</b>
<b>8th</b>	<b>1:53 – 2:33</b>
<b>9th</b>	<b>2:24 – 3:15</b>
<b>Dismissal</b>	<b>3:20 – 3:35</b>

## BSS Early Dismissal School Schedule

<b>PERIOD</b>	<b>TIME</b>
<b>Homeroom</b>	<b>8:20 – 8:37</b>
<b>1st</b>	<b>8:37 – 9:02</b>
<b>2nd</b>	<b>9:02 – 9:27</b>
<b>3rd</b>	<b>9:27 – 9:52</b>
<b>4th</b>	<b>9:52 – 10:16</b>
<b>5th</b>	<b>10:16 – 10:41</b>
<b>6th</b>	<b>10:41 – 11:06</b>
<b>7th</b>	<b>11:06 – 11:30</b>
<b>8th</b>	<b>11:30 – 11:54</b>
<b>9th</b>	<b>11:54 – 12:18</b>
<b>Dismissal</b>	<b>12:18 – 12:20</b>

# BSS Delayed Opening School Schedule

<b>PERIOD</b>	<b>TIME</b>
<b>Homeroom</b>	<b>10:20 – 10:41</b>
<b>4th</b>	<b>10:41 – 11:26</b>
<b>5th</b>	<b>11:26 – 12:16</b>
<b>6th</b>	<b>12:16 – 1:06</b>
<b>7th or 1st</b>	<b>1:06 – 1:51</b>
<b>8th or 2nd</b>	<b>1:51 – 2:36</b>
<b>9th or 3rd</b>	<b>2:36 – 3:20</b>
<b>Dismissal</b>	<b>3:20 – 3:35</b>

**First 2-Hour Delay Periods 7, 8, and 9 will occur**

**Second 2-Hour Delay Periods 1, 2, and 3 will occur**

**Third 2-Hour Delay Periods 7, 8, and 9 will occur**

**Fourth 2-Hour Delay Periods 1, 2, and 3 will occur**

**And the pattern continues if needed.**

# Nehaunsey Middle School (NMS) Schedule

<b>PERIOD</b>	<b>TIME</b>
All students report to homeroom	<b>7:55 – 8:05</b>
<b>1st</b>	<b>8:07 – 8:54</b>
<b>2nd</b>	<b>8:56 – 9:41</b>
<b>3rd</b>	<b>9:44 – 10:29</b>
<b>4th</b>	<b>10:31 – 11:16</b>
<b>5th</b>	<b>11:19 – 11:51</b>
<b>6th</b>	<b>11:54 – 12:04</b>
<b>7th</b>	<b>12:07 – 12:39</b>
<b>8th</b>	<b>12:41 – 1:26</b>
<b>9th</b>	<b>1:29 – 2:14</b>
<b>10th</b>	<b>2:16 – 3:01</b>

## **NMS EARLY DISMISSAL SCHEDULE**

<b>All students report to homeroom</b>	<b>7:55 – 8:05</b>
<b>Period 1</b>	<b>8:07 – 8:36</b>
<b>Period 2</b>	<b>8:38 – 9:05</b>
<b>Period 3</b>	<b>9:07 – 9:34</b>
<b>Period 4</b>	<b>9:36 – 10:03</b>
<b>Period 6</b>	<b>10:05 – 10:32</b>
<b>Period 8</b>	<b>10:34 – 11:01</b>
<b>Period 9</b>	<b>11:03 – 11:30</b>
<b>Period 10</b>	<b>11:32 – 12:00</b>



## **NMS DELAYED OPENING SCHEDULE**

<b>All students report to homeroom</b>	<b>9:55 – 10:05</b>
<b>Period 1</b>	<b>10:07 – 10:40</b>
<b>Period 2</b>	<b>10:42 – 11:12</b>
<b>Period 3</b>	<b>11:14 – 11:44</b>
<b>Period 4</b>	<b>11:46 – 12:16</b>
<b>Period 5</b>	<b>12:18 – 12:50</b>
<b>Period 7</b>	<b>12:52 – 1:22</b>
<b>Period 8</b>	<b>1:24– 1:54</b>
<b>Period 9</b>	<b>1:56 – 2:26</b>
<b>Period 10</b>	<b>2:28 – 3:01</b>

## **Attendance**

The District will follow all approved attendance policies in conjunction with any state directives or modifications. District staff, including but not limited to building-level student support services and educators, will make every effort to contact students to maintain regular in-person and virtual attendance. This may include access to and use of a variety of communication methods, including phone, electronic, and hard copy communication. Attendance may be monitored and recorded based on multiple factors including but not limited to attendance at synchronous virtual learning opportunities, submission of asynchronous work, anecdotal and/or supporting information, and other factors as deemed appropriate by the District and in keeping with all approved attendance policies and regulations, including for the purpose of determining promotion, retention, graduation, discipline, and any other decisions affecting student performance. The District will make efforts via multiple platforms to communicate with parents regarding student attendance and participation.

## **Communication**

The District remains committed to timely and informative communication. This plan will be posted on the district website. In addition to the posting of this plan, GTSD will provide communication to families to indicate the need to enact the plan and additional information as needed for the smooth implementation of this plan and the move to virtual/remote learning via the school website, Facebook, and Blackboard Connect. Communication with families when students are not participating using Google Meets and parent phone calls, the schools will contact parents immediately if students are not attending sessions online and/or handing in assignments. The District will provide hard copies of work (if requested or needed) if students are having difficulty with this version of learning. Throughout remote instruction, the district will frequently assess students' progress and attempt to provide every means necessary to ensure student success.

## **Instructional Delivery**

The District is committed to providing quality instruction during the times of virtual/remote learning. To facilitate this, all classes/courses will have a Google Classroom created and maintained by the teacher(s) of record. These will include a Google Meet link to be used by GTSD Emergency Virtual/Remote Learning Plan 2024-2025 students to connect for lessons. Teachers will adhere to the established district virtual learning schedule, host a Google Meet during their scheduled class period, and deploy lessons that promote student engagement in real time.

Program Design - Teachers will implement the established curriculum while adapting lessons to the virtual classroom. Google Classrooms will be updated daily to establish specific guidance and direction for daily student communication, commentary, and learning feedback that is aligned with the daily schedule. Teachers and students are expected to utilize and

refine the available digital resources and online textbook platforms aligned to the district curriculum.

Measurement - Teachers will develop assessment strategies and course assignments that measure how well students are achieving the established learning goals and objectives within the virtual classroom. Teachers will communicate a weekly agenda to students regularly and consistently. Timely feedback should be prioritized, and grades transferred from the electronic platform to the student data management gradebook system weekly.

Accelerated Learning Opportunities - for students who are thriving in this setting, the district will maintain the same level of academic rigor and progressive ideas to support the high-achieving student fully.

Title I Extended Learning Programs - these programs will exist through remote learning. These services will be provided throughout remote learning.

## **Related Services, Including ELL and 504 Students**

The District intends to offer related services as per students' IEPs (Individualized Education Plans) via Google Meet. If NJDOE regulations permit this form of instruction. If NJDOE regulations do not permit telepractice, families will be provided with resources and directions for activities that can be completed independently.

The Board shall continue to meet its obligations to students with disabilities to the greatest extent possible through virtual/remote means. Students with disabilities, ELL, and 504 students are receiving instruction with the same schedules as the general education schedules. The Board shall continue to ensure students receive individualized support(s) that meet the requirements of the IEP and 504 Plans. The Board provided educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats. If interpreters are needed, the district will provide a means to appropriately communicate with the families.

Modifications - will be implemented, to the greatest extent possible, as needed, such as support from paraprofessionals providing supplemental tutoring, additional individual sessions with teachers, extra time for assignments, modification of assignments, and reduction of GTSD assignments, as necessary.

Case managers - will email or call parents frequently, to ensure any concerns are addressed. They will also meet with special education and general education staff to problem-solve and discuss the needs of students, as needed. Teachers are encouraged to reach out to counselors and/or case managers when a student is struggling. Counselors and case managers will be able to share obstacles that the student may be facing and provide potential modifications to best support the academic and social-emotional needs of the student.

Meetings - Annual Reviews and IEP meetings will continue to be held in person and online to meet statutory guidelines. All GTSD staff work collaboratively to differentiate and modify resources and assignments for students and communicate with students on a case-by-case basis. Teachers document attendance and participation, as well as tracking and documenting

related services.

ELL-The District will utilize current ELL plans and meet all requirements for ELL as needs and situations dictate. The District will utilize a variety of communication and access platforms for the dissemination of information and educational programming. Alternate methods of education will be employed as necessary or appropriate; this may include differentiation, access to technology, and/ or the implementation of additional instructional strategies that may include but are not limited to translation materials, interpretative services, and literacy level appropriate information as practicable. Any necessary professional development to support employee skills will be identified and obtained.

## **Support Services**

The District will actively work to provide support services to students and staff. To meet the social and emotional needs of our students, resources will be available to students during the virtual/remote school day. Counselors, case managers, and other student support staff are available for students during the virtual/remote day. Students will also receive instructions on how to schedule meetings. The administration will continue to monitor staff support and emotional health and provide needed support at the school level. For ELL students who have been effective through tragic circumstances, the district will assist in helping the students cope and learn at the same time.

## **Extra and Co-Curricular**

The district will determine the continuity of extracurricular activities to the extent possible based on the emergency causing the need for the virtual/remote option. Those activities that are not recommended to meet in person shall continue via Google Meet. GTSD will follow the governing body guidelines when they meet State, County, and local guidelines. Recognizing academics is the priority, participation in these activities must occur outside of the instructional class time.

## **Cleaning and Facilities Plan**

During the time of closure, the district will have its maintenance staff scatter their shifts throughout the closure to ensure they are not working together in close proximity. After an initial deep clean is completed, staff will clean, sanitize, and disinfect all areas that are being used daily.

School personnel and vendors charged with cleaning buses will be required to utilize approved materials and processes designated by the DOH and the Director of Facilities. A daily schedule of cleaning, methodologies, cleaning checklists, product lists, and related documentation will be maintained by the Director of Facilities and by each building's main office/head custodian. District officials will work with the transportation department and follow all mandates from DOH for the safe transportation of students to and from school.

## **Essential Employees**

All essential school personnel will report to the school building daily. These include district/school secretaries, custodians, administration, and head of facilities.

## **Community Outreach**

Throughout the remote learning period, the district will support the community in remote learning ideas, programs, Google Meets, and supports that are available. The district will send out information from the Department of Health and other local agencies to share services and resources that may assist students outside of school.