

Washington Borough School District
Virtual/Remote Instruction Plan
2022-2023

Introduction

Pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C.6A:32-13.1 and 13.2, the Washington Borough School District developed the following 2022-2023 Virtual/Remote Instructional Plan.

The plan provides for the continuity of instruction in the event of a public-health related district closure allowing the district to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. To provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, the district will submit its proposed program for Virtual/Remote Instructional Plan to the New Jersey Department of Education for review. The plan will be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or directive by the appropriate health agency or officer to institute a public health-related closure.

The Superintendent of Schools will consult with the Board of Education, if practicable, prior to implementing the school district's Virtual/Remote Instructional Plan. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey Department 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.

Washington Borough Board of Education
Jacqueline Nassry, Superintendent
Sherry Koeppen, Principal
Earl Jenkins, Supervisor of Instruction

Remote Instruction

Chromebook/ Device Access:

1. In the event of an emergency closure, all students will be provided with an instructional device capable of accessing the Internet. Chromebooks will be available to all students registered with the district, grades Kindergarten through sixth grade.
2. For the 2022-2023 school year, all students in grades Kindergarten through sixth grade will be issued a district-owned Chromebook with individualized log in credentials.
3. In the event of an emergency closing, parents of preschool parents may request access to a district supplied Chromebook to support instruction.
4. Staff will be provided with the appropriate technology to deliver quality asynchronous and/or synchronous remote/virtual instruction dependent upon the health related circumstances related to the whole or partial closure of the district.
5. Available baseline, mid-year, and final student assessment data will be analyzed to measure student growth and learning after the implementation of the district's Virtual/Remote Instruction Plan.
6. Ongoing communication with parents will drive data collection endeavors to meet the needs of students and families and close the achievement gap due to digital divide issues. The district will support families in gaining network access and connectivity to support the use of district issued technology devices. The district will assist in ensuring connectivity. The district will monitor and address challenges associated with the digital divide. Google survey data will support district intervention.
7. Daily remote/ virtual instructional schedules will be provided utilizing established class schedules prior to the emergency closure. Modification to the regular schedule will be instituted, when necessary. All students are expected to participate in remote instruction during a district wide or school closure.
8. In the event of an emergency closure, the Washington Borough School District will provide instruction utilizing multiple resources including the Internet, Google Classroom/ Google Apps for Education, Google Meet and, when available, online textbook resources.

Addressing Special Education Needs:

1. The virtual/ remote school day may follow an abbreviated instructional schedule during an extended school closure. Classes for students attending the Memorial School will begin at 8:30

am. Classes at the Taylor Street School will begin at 8:45 am. Grade level remote instruction schedules will be commensurate with regularly scheduled programming.

2. Special Education student schedules will reflect educational support and be constructed to best meet the needs of individual students and required elements of Individual Education Programs.

3. Students with disabilities will be provided access to accessible material and platforms, to the greatest extent possible.

3. Special Education students will utilize established Google accounts with individualized credentials to access remote instruction. Student progress will be measured and analyzed quarterly to ensure progress. All provided services will be tracked accordingly using data collected from the virtual platform.

4. Case managers of special education students will communicate weekly with students and parents during the employment of the district's Virtual/Remote Instruction Program to ensure services are being implemented efficiently and effectively.

5. The district's Virtual/Remote Instruction Program will ensure IEP meetings, evaluations, and re-evaluations are held and completed using a virtual platform, to the greatest extent possible.

4. Instruction will be modified, as needed, to reflect best practices in remote instruction and age-appropriate levels of screen time.

5. Based on availability, related services will be held during extended remote/ virtual instruction timeframes and tracked accordingly.

6. Paraprofessional and Special Education staff will work collaboratively with students to provide support.

7. Social and emotional support will be provided as warranted by members of the district's Child Study Team. Team members will conduct virtual visits with students.

Addressing ELL Needs:

1. The district's Virtual/Remote Instruction Plan includes English Language Learners educational programming aligned with State and Federal requirements to meet the needs of students.

2. Interpretative services, materials, and literacy level information will be provided by certificated staff of the district to meet the needs of the district's ELL population and families.

3. Equitable services will be provided to ELL students and families. Students will be provided district issued components of technology to provide alternate means of instruction as warranted.

4. Professional development opportunities for staff providing instruction to the district's ELL population will focus on culturally responsive teaching, SEL training, and training to support students and families affected by forced migration.

Attendance Plan:

1. Student attendance during the district's Virtual/Remote Instruction Plan will be tracked by the district's educational platform and Student Information System. Students are expected to log in daily, complete all assigned tasks, and communicate with staff.

2. Parents will be notified when student absences become excessive beyond ten days. Counselors will be available for students and families to address attendance concerns as needed.

3. A specific Attendance Action Plan will be developed in collaboration with parents to detail district attendance expectations aligned with attendance, promotion, retention, and disciplinary measures, when warranted. Communication with parents will be established through email, phone, and the district communication system.

Safe Deliver of Meals

Meals:

1. During an extended emergency closure, administration will assess the overarching health of the community and determine the procedure for the distribution of meals.

2. During a 2022-2023 emergency school closures of three or more days, safe delivery and/or pick up procedures for eligible families will be available.

3. Meal pick up schedule(s) and location(s) will be coordinated with the needs of families of the district.

Facilities Plan:

1. Essential employees of the district, including administrative and custodial staff, will address building and facility maintenance during an extended closure of the district.

2. Utilities will remain in full function during extended periods of closure.
3. Administrative and custodial staff will visit facilities weekly to ensure system operations of the district.

Other Considerations:

1. Accelerated Learning opportunities will be offered in a virtual format during extended closures of the district. Grade level placement of students in Accelerated Learning programs will be instituted by certificated staff.
2. District counselors will be available for students and families negatively impacted by the closure of the district. Social and emotional programming will be implemented weekly in grades Kindergarten through sixth grade and documented in submitted lesson plans.
3. Title I eligible students will receive additional literacy support during the school day. Additional Title I services will be available to students before and after school supported with certificated staff of the district.
4. The district will continue to develop relationships with local partners, including the Washington Borough Library, to support students in learning outside of the regular school day. The district also supports the Karen Nash Butterfly Garden located on school grounds to support environmental learning for students of the district. The availability of community resources will be dependent upon closures within the community.
5. Before and after school clubs and extracurricular activities will function within a remote/virtual platform. Title IV clubs will continue dependent upon the availability of staff. Extended learning opportunities for students will be scheduled in a remote/virtual format and also be dependent upon the availability of staff.
6. Transportation will be suspended for the duration of the closure of the district and reinstated once deemed safe for the learning community. As a walking district, presently there are a very minimal number of established transportation routes. All established routes would be individually adjusted based upon the needs of the students with Individual Education Plans. The district will continue to coordinate closely with transportation vendors to ensure student needs are met.
7. The district will collaborate with the Aftercare program director and provider to ensure proper safety protocol is followed. Aftercare services would be suspended in the instance of a prolonged school-wide closures. Communication and collaboration with parents and aftercare programming will be enhanced by the district's current internal communication systems.
8. The district will provide a list of essential employees to the county office when the district transitions to virtual or remote instruction.

