

Byram Schools

EMERGENCY REMOTE INSTRUCTION PROGRAM

September 2022

1. NOTIFICATION TO FAMILIES OF THE NJDOE requirements to create a health-related closure preparedness plan:
 - a. The superintendent will provide digital, and paper information blasts to all families containing the Department of Education's requirements via:
 - i. School Messenger System
 - ii. Genesis Student Information System
 - iii. School website - <https://www.byramschools.org/>
 - iv. Facebook - <https://www.facebook.com/yram.township.school.district>
 - b. Provide the New Jersey Department of Health hotline established for COVID-19, Coronavirus information (800) 222-1222
2. GENERAL PROVISIONS:
 - a. Extracurricular activities and clubs that can be offered virtually will remain in effect and continue to meet.
 - b. The campus will be closed to all staff, students, and guests. The administration will grant access to the school on an as-needed basis.
 - c. The Genesis Parent Portal will be active in order to provide families with an update on student performance.
 - d. Google Classroom will open for students to log in and check assignments.
 - e. Drop-off and Pick-up containers will be available as needed for teachers to place paper copies of assignments and for parents to drop off completed assignments as needed.
3. PROVIDING EQUITABLE ACCESS to Instruction for All Students:
 - a. Instructional Expectations:
 - i. Students will be engaged in guided learning experiences including but not limited to:

1. Live Google Meets
 2. Pre-recorded videos
 3. Posted lessons and activities
 4. Assessments
 5. Google Classroom Assignments
 6. Online textbooks
 7. Subject-specific subscriptions
 8. Paper copies of lessons
- ii. Teachers will continue to modify lessons and materials for students with accommodations according to their IEP/504 plans. Teachers will be monitoring their emails during school hours to answer questions.
- b. As each student is issued a Chromebook in grades 2 - 8, daily assignments and activities will be provided via the internet using Google Classroom, email, online textbook subscriptions, and other common applications that are already used in school-based instruction. Students in K & 1 will have a combination of paper and pencil assignments as well as video lessons. Hot spots are available for students who need them.
- i. Teacher websites will provide information regarding assignments.
 - ii. Weekly lesson plans will continue to be completed and inspected by the administration.
 - iii. Assignments will be given due dates, collected, assessed, and posted to Parent Portal or returned via a DropBox at the school.
 - iv. Administrators will check in daily with teachers to ensure standards are being instructed and support is provided.
- c. Daily instruction hours:
- i. Students will be expected to be online learning in grades 2 - 8 from 8:30 AM - 1:30 PM with an hour break for lunch. Teachers will allow time for students to complete independent work away from the computer screen (i.e. solve math problems, read a book, write an essay using pencil and paper). Attendance will be taken at the beginning of each academic class. Students will be expected to complete homework assignments at the teacher's discretion.
 - ii. K-1, will be completed asynchronously, while the teachers hold office hours during the school day for those looking for online help. Attendance will be taken through the completion of assignments.
 - iii. Related Arts classes (PE, Art, Music, etc) will be conducted asynchronously and assignments will be submitted through Google Classroom or a teacher drop-box located at the school.

- iv. Para-professionals will assist students with online learning per their IEP
 - v. Related-Arts teachers who are instructing asynchronously will prepare pre-recorded videos for students and will be available between 1:30 and 3:30 to meet with students.
- d. Special education resource room teachers will be setting up ways to continue the learning process with students, as the general education teachers are doing.
- i. In-class replacement teachers will coordinate with regular education teachers to design lessons to meet the needs of all students, including those with IEP's.
 - ii. Students in resource room classes will have time to meet with their teachers during the day, and teachers will continue to be flexible with the particular needs of the students with IEP accommodations.
 - iii. Students in more self-contained special education rooms (i.e. LLD, Life Skills, etc.), students may receive packets of work that could be sent home, due to their learning being much more hands-on. These teachers will attempt to communicate with parents via telephone or email, if the students are having issues with assignments being given.
 - 1. Related service providers, including speech occupational therapy and physical therapy, have been working on goals and objectives with students and their parents to try and prevent regression at this time, to the greatest extent possible.
 - 2. Students will be evaluated upon returning to school to check for regression in skills, and accommodated if necessary.
 - 3. All related services are being tracked to the providers as well as all information and work that is sent home.
 - 4. We are working with our out-of-District placements to set up plans for students who attend.
 - iv. Case Managers will continue to hold IEP meetings virtually whenever possible. If evaluations can take place virtually they will continue, if evaluations are not appropriate to take place online they will be rescheduled or relocated to a place mutually agreed upon.
 - v. Case Managers will follow-up with families via phone, email, and/or video conference calls to ensure services are implemented.
 - vi. If needed training for teachers, administrators, and school counselors will be provided as needed for trauma-informed teaching due to experiences our population may be experiencing and could have led to the cancellation of in-person instruction.

4. ENGLISH LANGUAGE LEARNERS:

- a. The course continues to develop students' communication skills in English. Although the spoken word is no longer the central medium of instruction, the instructor makes herself/himself available for one-to-one interactions and Google Meets.
- b. The school communicates through Google Classroom, Parent Portal, School Messenger, email, and phone. Most ELLs and their families satisfactorily receive information through these means. Meetings with a translator will be available for those families requesting it.
- c. As our school has a 1:1 Google Chromebook/student ratio, the instructor uses Google Suite to best meet students' needs. She encourages them to use online Spanish-to-English translation sites, both as primary sources and to proofread material. Second, and sometimes third, chances are provided to fix/edit/correct submissions on Google Docs, respectful of teacher feedback. Emphasis is placed on the more personal aspects of students' lives and culture, specifically choosing topics that produce authentic writing.

5. Attendance:

- a. During an extended closure, students will need to sign on to all live-streamed classes. Attendance will be taken while in the virtual live-streamed classroom.
- b. Parents should use Pick-Up Patrol to notify the main office to alert the staff if a student is sick or unable to attend virtual learning.
- c. Students are still expected to attend class meetings and a student who is unable to do so will be marked as absent.

6. Summer Programming:

- a. Summer School will be offered in a remote/virtual setting if necessary
- b. Extended School Year will be offered in a remote/virtual setting if necessary

7. NUTRITIONAL SERVICES:

- a. The cafeteria staff will have bagged lunches for students ready for pick-up between 8:30 AM and 9:30 AM in the Byram Intermediate School parking lot.

8. CUSTODIAL AND MAINTENANCE:

- a. Adopt enhanced disinfectant protocols for custodial staff and cleaning crews.
 - i. Staff will increase clearing protocols for frequently touched surfaces and objects
 - ii. The district will purchase gloves, additional hand sanitizer dispensers, and peroxide wipes/wash.
- b. Daily Basis Protocol
 - i. When any office or meeting room is used, the custodians will sanitize and disinfect the utilized area after the use is completed.
 - ii. Verification that all HVAC, electric, security, and maintenance systems are operating properly.

9. ESSENTIAL EMPLOYEES:

- a. The administration will determine if it is safe for all employees to be in person. If there is an outbreak among the staff there may be a need to move staff to virtual learning. The administration will work with the NJDOH to determine if it is safe for educators to be in the building. During that time period, the following employees will be listed as 'Essential' for the building to remain operational.

Employees	Role	Duties	How Many
Administrators: Certificated Officials	Oversee operations of school district	Interact with BOE, community (including emergency responders and DOH), staff, student instruction, business office functions	Five: Superintendent, BIS Principal, BLES Principal, K-8 Assistant Principal, BA
Administration: Non-Certificated Employees	Administrative functions	Student records and guidance department functions, purchasing and payroll.	Nine: Superintendent Adm. Assistant, Two in BOE office, one K-8, Two in BLES main office Two in BIS main office, Child Study Assistant

Custodial & Maintenance	Maintaining buildings and grounds	Repairs, upkeep and cleaning, receiving deliveries, ensuring all systems such as electricity and boilers remain in working order and ground maintenance.	ALL
Technology	Technology and support	Maintain servers and internet capacity for remote instruction, data security and immediate response to issues both on campus and those reported by remote network users.	Two
Food Services	Maschio's Food Service	Preparation of meals and availability for parents to pick up the meals.	Three
Teachers & Paraprofessionals (Possibly Virtual)			

Other Considerations:

- Social and Emotional Health of Staff and Students: Our School Counselors, School psychologists, social workers, and LDTC will be available every weekday.
- Our Before and After School Programs for extra help will remain in effect and move to a virtual learning environment.
- SEEK or our G&T Program will continue to meet virtually
- Extra-curricular programs will continue to meet virtually
- Childcare: Will not take place in the Byram Schools.
- Community Programming: Will not take place in the Byram Schools.