



## **Brielle School District Remote Learning Plan** **2023-2024 School Year**

Teachers and certified staff will present the district's curriculum to students through virtual/remote instruction methods. Students will follow a school schedule designed by the school principal during virtual/remote learning. Virtual/remote instruction will consist of both synchronous and asynchronous learning activities. To accommodate students who may have difficulty following a school schedule from home every day, live instruction will be recorded and posted in Google Classroom for review at a later time.

### **School Day Attendance**

All attendance will be recorded in Genesis. For the remote learning model, students must be present on the Zoom/Google Meet session to be marked as present. Teachers will contact the parents/guardians when attendance issues are a concern. If attendance concerns continue, teachers should contact the school counselor and then the school principal. Attending class/online sessions will count towards the student's participation grade.

### **Special Services**

Brielle Elementary School will continue to meet all requirements set forth by the Individuals with Disabilities Act (IDEA). All classified students will be placed within the appropriate classroom setting based upon their IEPs. All components and related services outlined within the student's IEP will be provided. (When learning remotely, students will engage in learning through various means/platforms including Google Classroom, Google Meet, and Zoom, as appropriate.) Documentation of IEP mandated services will be noted by each individual service provider on a weekly basis. Student progress will be noted in Genesis in the form of participation grades, assignment/project completion, and test/quiz grades. Progress on the attainment of IEP goals and objectives will be noted within each IEP. All accommodations and modifications will be implemented by the classroom teacher and are noted in the curriculum as well as in teacher lesson plans. IEP meetings will be conducted via phone, on virtual platforms, or in-person with parental consent.

### **Technology**

The district has worked consistently to create a technological foundation that provides equal access to all technology to all staff and students. This ongoing work sets the procedures and protocols needed to eliminate any downtime to ensure success in a hybrid learning environment. The district has provided all students in Grades K through Grade 8 with their own device in preparation for the remote learning environment. ALL students in Brielle Elementary School will now have their own device. Each device is assigned to a specific student and is to be used ONLY by the assigned student. Devices

are never shared. For those students without internet access, a hotspot will be provided. Some students in the district will be bringing their assigned devices back and forth from home to school to allow for equal technology accessibility both at school and in the home. Students have access to a variety of software to use on their assigned computers. Our online learning environment is facilitated through the Google Suite for Education. Students can use the Google Suite to produce word processing documents, spreadsheets, and presentations via Google slides. Students may receive their lessons and class materials and communicate virtually with their class and teacher via Google Classroom.

### **Attendance**

Attendance will be taken daily by the Homeroom teacher after Morning Meeting. Staff will submit their attendance via Genesis. The Main Office staff with the assistance of the Nurse will complete the school attendance. Once completed, Main Office staff will reach out to families that have not contacted the school about an absence. If a student is absent for multiply days, the Guidance counselors and the Child Study Team members will reach out to families to directly discuss the reason for the absences.

### **English as a Second Language**

Students in the English as a Second Language (ESL) program will be in contact with their teacher during their ESL class periods. The ESL teacher will also be in contact with the families to make sure their academic as well as SEL needs are being met. The ESL teacher will also reach out to the students other teachers to see if there are any concerns. If concerns are found the Guidance Counselors will also assist in addressing these concerns.

### **Meals**

The District will be offering typical style sit down lunches to all students. Students enrolled in the free and reduced lunch program will be receiving a free lunch. If the district is forced to pivot to a total virtual schedule, students enrolled in the free and reduced lunch program will get a week's worth of lunches delivered to their home twice a week, on Monday and Wednesday.

### **Building Maintenance**

The BES custodial staff will follow standard procedures for cleaning and disinfecting the building. This means at least daily cleaning and disinfecting surfaces and objects that are touched often, such as desk, countertops, doorknobs, keyboards, hands-on learning items, faucet handles, and phones. If a particular area of the building needs to be disinfected, that area will be appropriately disinfected. Once that area has been appropriately disinfected, it will be reopened for use. Windows will be opened and the HVAC settings will be adjusted to increase air circulation in areas it is deemed necessary. Employees should wear a mask and gloves while cleaning and disinfecting.

### **Transportation**

Students eligible for transportation will continue to be transported to school.

**Extra-Curricular Programs**

Extra-Curricular programs will continue to run unless deemed a cohort that needs to quarantine. These activities include Sports, Band, Chorus, Homework Club (Title I program), PTO Enrichment, etc.

**Childcare**

The district's BEACON program will continue to run its AM and PM programs.

**Essential Employees**

A list of essential employees will be provided to the county office when Brielle Elementary School transitions to remote or virtual instruction.

### **Protocol for Short Term Remote Learning for Grades: K-3**

- In the event remote learning is initiated and the student does not have a school issued device at home, a device can be picked up by a guardian in the main office.
- Students will follow their daily in-person schedule.
- Students will log into live Google Meets for classes scheduled with their homeroom teacher. They will participate in synchronous learning.
- Students will complete posted assignments/tasks for special area classes. They will participate in asynchronous learning activities.
- Morning Meeting time will be used to address a variety of social-emotional concerns.
- Assessments and assignments will be completed online.
- Professional development will be provided to teachers virtually on topics of responsive teaching, social emotional learning, and trauma learning for students.

Synchronous Learning	Asynchronous Learning
<ul style="list-style-type: none"><li>● Morning Meeting</li><li>● ELA - Reading/Fundations</li><li>● Writers Workshop</li><li>● Readers Workshop</li><li>● Math</li><li>● Social Studies</li><li>● REACH/WIN</li><li>● ESL</li></ul>	<ul style="list-style-type: none"><li>● Art</li><li>● Music</li><li>● Gym/Health</li><li>● Science</li><li>● Spanish</li><li>● STEM</li><li>● Library</li></ul>

**Protocol for Short Term Remote Learning for Grades: 4-5**

- In the event remote learning is initiated and the student does not have a school issued device at home, a device can be picked up by a guardian in the main office.
- Students will follow their daily in-person schedule.
- Students will log into live Google Meets for part of their day. They will participate in synchronous learning.
- Students will complete posted assignments/tasks for special area classes. They will participate in asynchronous learning activities.
- Morning Meeting time will be used to address a variety of social-emotional concerns.
- Assessments and assignments will be completed online.
- Professional development will be provided to teachers virtually on topics of responsive teaching, social emotional learning, and trauma learning for students.

Synchronous Learning	Asynchronous Learning
<ul style="list-style-type: none"><li>● Morning Meeting</li><li>● ELA</li><li>● Math</li><li>● Science</li><li>● Social Studies</li><li>● REACH</li><li>● ESL</li></ul>	<ul style="list-style-type: none"><li>● Art</li><li>● Music</li><li>● Gym/Health</li><li>● Spanish</li><li>● STEM</li><li>● Tech</li><li>● Robotics</li><li>● Band</li></ul>

**Protocol for Short Term Remote Learning for Grades: 6-8**

- In the event remote learning is initiated and the student does not have a school issued device at home, a device can be picked up by a guardian in the main office.
- Students will follow their daily in-person schedule.
- Students will log into live Google Meets for part of the day. They will participate in synchronous learning.
- Students will complete posted assignments/tasks for some special area classes. They will participate in asynchronous learning activities.
- Morning Meeting time will be used to address a variety of social-emotional concerns.
- Assessments and assignments will be completed online.
- Professional development will be provided to teachers virtually on topics of responsive teaching, social emotional learning, and trauma learning for students.

Synchronous Learning	Asynchronous Learning
<ul style="list-style-type: none"> <li>● Morning Meeting</li> <li>● ELA</li> <li>● Math</li> <li>● Science</li> <li>● Social Studies</li> <li>● Spanish/World Culture</li> <li>● Financial Literacy</li> <li>● REACH</li> <li>● ESL</li> </ul>	<ul style="list-style-type: none"> <li>● Art</li> <li>● Music</li> <li>● Gym/Health</li> <li>● STEM</li> <li>● TECH</li> <li>● Band</li> <li>● IC</li> </ul>

### **Short-term Remote Instruction Plan**

Brielle Elementary School has worked collaboratively with faculty and staff to develop an educational plan for short-term remote instruction when a student is required to quarantine or being deemed a close contact. As of Monday, September 20, 2021, those are the only approved reasons for a student to participate in remote learning. If a student is out of school because of another illness or vacation, those days will be counted as traditional sick days and the students are not approved to participate in remote learning.

The staff of Brielle Elementary School contends that there is no substitute for students and staff to be learning and teaching in school. Respectively, this plan will provide meaningful instruction for students in the various academic areas through online learning as well as project based learning opportunities.

Remote learning protocols will be initiated through contact with the school nurse. Teachers will get direction from the school nurse to set up remote learning within 24 hours. The teacher will then contact the student and guardian by email with instructions on when and how to begin remote learning. Virtual/remote instruction will consist of both synchronous and asynchronous learning activities.

Equitable Access to Instruction for All Students Remote instruction will be provided to students in the various academic areas including ELA, Math, Science, Social Studies, Health, and the other special area subjects. Teachers will post information and assignments as well as provide feedback through Google Classroom, Zoom, Google Meets, phone, text message, and/or email. Educational activities and materials will be differentiated to meet the learning needs of the specific grade level class or student.

Faculty and staff will be expected to be available to students and parents in order to answer questions, provide feedback, or supply assignments. In addition, Faculty and Staff are essential personnel and will be available at the schools and BOE Office on these days as long as conditions and guidance permit occupancy of the buildings. These staff members include the Superintendent, Business Administrator, Central Office Support Staff, Principals, Administrators, Technology Coordinator, Secretaries, Teachers, Paraprofessionals, CST members, and the Buildings and Grounds team. The school and offices are being cleaned and maintained by the Buildings and Grounds Team daily Monday through Friday except for holidays. The business hours of the district are 8:00 am to 4:00 pm during Remote Instruction Plan school days. Since conditions change each day and the public will have very limited access to the school building at this time, please call ahead before attempting to visit the school building.

The following information will designate more specifically how instruction will be delivered each designated school day according to the Remote Instruction Plan:

### **School Day**

If Brielle Elementary School is forced to go virtual/remote, the district has planned for a time when instruction is required. In developing this plan, there were a few core guiding principles:

- Health, safety, and wellness of students and staff is a top priority.
- Maintain continuity of learning.
- Facilitate equity and ease of access to communications and resources.
- Flexibility to accommodate the needs of all learners.
- Incorporate educators, students, parents, and school boards in the analysis and planning cycle. The district will be following a one-session day school schedule to facilitate remote/virtual learning. Staff will be available in the afternoons to conduct small group and remote learning check-in sessions with students.

\*If health/safety data or information changes require the district to pivot to an all virtual/remote learning environment, notification will be sent to the entire school community via the district emergency communication system (Intrado School Messenger), email, Parent Portal message, and website updates. Students and staff will have access to a device at the beginning of the school year. Students and staff will still follow the school schedule in a virtual/remote learning environment.

### **ONE-SESSION DAY SCHEDULE**

**Open: 8:30am**

**Close: 12:50pm**

### **FULL DAY SCHEDULE**

**Open: 8:30am**

**Close: 3:00pm**

Staff are scheduled to work a regular contractual schedule. Start and end times will remain consistent. Once instruction is completed in the morning session, staff will have opportunities in the afternoon for a duty-free lunch, remote/virtual learning check-in time, and time for planning on a certain day(s).



## **Definitions**

**Synchronous learning** refers to all types of learning where students and teachers are interacting simultaneously in real time using Google Meet.

### **What does this look like?**

- Teachers will check in with students regarding their social emotional wellness, building community, and establishing personal connections. (Morning Meeting)
- Teachers will teach a lesson to all students. Remote students will be able to watch live instruction at home using Google Meet.
- Remote learning students will be muted. When they have a question, they can raise their hand for the teacher or can type a question in the chat. Students can unmute to ask the question and then will be muted again while the teacher is speaking.
- Remote students will be able to access/submit assignments through Google Classroom.

**Asynchronous learning** refers to learning where students access pre-recorded lessons or independent learning tasks.

### **What does this look like?**

- Students will view a recorded instructional video of a lesson in a content area OR complete a posted assignment in Google Classroom.
- Students will turn in assignments through Google Classroom.
- Other examples of asynchronous learning might include but are not limited to; listening to read aloud and answering questions, engaging in online discussion by reading and posting responses (i.e. via Padlet, Flipgrid), recordings of performances submitted by students (i.e. slideshow, videos, etc), and completing independent learning tasks, projects, and assignments.