

**BCTS Virtual/Remote Instruction Plan SY 2023-2024**

**Committee Recommendation on how Virtual and Remote Instruction will be provided.**

1. Students who cannot attend school due to an emergency closing will be provided remote instruction, following all core content curriculum in both academic and technical classes.
2. Teachers will continue to evaluate students for learning loss and recommend students for additional support.
3. Physical Education classes will be held remotely with activities such as yoga, physical exercise, walking, strength conditioning as well as written assignments.
4. The social and emotional health of students and staff will be supported by mental health wellness groups, including our district-wide mental health initiative, "Navigating Success Through Wellness," will be conducted through Zoom or other remote platform for students, staff and parents.
5. Extracurricular clubs and athletic programs will be conducted via remote platforms such as Zoom.
6. I.E.P. Meetings will be conducted virtually to identify and continue services. Students will be monitored on a weekly basis to ensure that services, accommodations and modifications are addressed in a timely manner. Should testing be required to determine I.E.P. services, the student will be seen individually by a staff member in-person, following all the safety guidelines implemented during an active pandemic climate. (ie.: masks, social distancing,
7. All students will have the opportunity to recover credits missed due to extraordinary physical or emotional reasons.
8. Students will be given the opportunity to accelerate their learning opportunities by attending online courses, seminars and workshops.
9. Extended learning opportunities are also available after school hours on a virtual platform.
10. If students are in need of ELL services, staff will remotely provide the services they were provided in building. As always, ELL services and materials will be provided to the families. Our staff and administration will continue ongoing training and implementing strategies for culturally responsive teaching.
11. Attendance will be taken remotely in each class. If a student is not present, guidance is notified, and our regular attendance procedures will remain in place. If it is an extensive time period, we will provide home instruction. If a student is not participating in online instruction and not submitting assignments, guidance will convene with the student and the parents to work together to ensure the student gets back on track. If mental health services are needed, they will be provided.

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12. Buildings, grounds and facilities will be continuously sanitized and maintained by custodial staff throughout building closure, including extended periods of time.
13. Incoming and current student population have been evaluated for WIFI and technology needs and remote learning equipment is purchased and distributed including iPads, laptops, Myfi's, Chromebooks. In the event that pandemic conditions worsen and it is no longer safe to hold classes inside the buildings, a virtual learning environment for both teachers and students will occur.
14. This virtual learning environment applies to all students and staff, and education will continue on a full-remote schedule.
15. While on a completely remote schedule, there is no need to provide transportation to students. Transportation of documents, supplies and administrative paperwork will continue to be distributed by our internal mail and messenger services.
16. Childcare services for staff will be handled on a case by case basis, including administrator and employee input and feedback. Community programming will continue on a virtual basis, utilizing remote platforms such as zoom to continue.
17. Title I Extended learning programs will continue, engaging on a remote/virtual platform such as Zoom.
18. 21st Century community Learning Center Programs will continue, engaging on a remote/virtual platform such as Zoom.

All high school campuses will utilize a Hyflex instructional model if and when a fully remote schedule is lifted and re-entry will be safely executed. By dividing each grade in half – enabling half of each class to attend within the building classroom while the other half will join through Zoom or other virtual platforms simultaneously. Wherever possible, students will remain in the same classroom with teachers rotating in an effort to minimize the number of students in the hallways during passing time. All teachers will be inside the building teaching for the entire school day. The schedule rotates each week, and Principals may modify scheduling to accommodate programs such as Shared Time. Students will attend the school building every other week depending on their cohort schedule.

1. School organized Extracurricular activities will take place virtually.
2. I.E.P. implementation is accomplished through virtual team meetings, which includes a case manager, student, general education teacher, technical teacher, and special education teacher through Zoom virtual conference calls after consent is obtained from each parent/guardian. I.E.P. drafts are created and emailed to parents for review prior to meeting and a finalized I.E.P. is completed and sent by email to parents for final consent and implementation. All documents, correspondence with parents, and associated documents such as teacher comments, educational, psychological, social, and Neurological information are entered into the Frontline I.E.P. Direct system. Modifications and accommodations are shared with teachers working with students. Teachers also have the ability to view I.E.P. for proper implementation in the classroom.

3. TOSD/TOH's will provide support in both scheduled Zoom meetings as well as extra help sessions.
4. Case Managers will monitor lessons through weekly virtual check-ins on Google Classroom and Schoology to ensure that modifications and accommodations are in compliance with the I.E.P. Observations and recommendations will then be recorded in Frontline I.E.P. and shared with support teachers.
5. CSTs will utilize e-mail and/or phones for contact with the educational team and administration on a daily basis.
6. Teaching staff will continue to train and identify students with Learning Loss.

The BCTS District Restart Plans may be found here:

[www.bergen.org](http://www.bergen.org)

**Committee Recommendation on the Impact of Virtual or Remote Learning on the School Lunch and School Breakfast Programs**

1. District meals for students are prepared by Chartwells. Chartwells is following all of the DOH protocols in the preparation, packaging and distribution of food. A schedule of pick-up days/times during the week has been created and established for students who are remote to be able to pick up five days of meals.
2. Meals for the week, both breakfast and lunch, will be distributed each Monday for virtual students between the hours of 10:00 a.m. and 11:30 a. m. BCTS will provide two pick up locations for families:

Teterboro Technical School	Paramus Rehabilitation
504 Route 46 West	296 East Ridgewood Ave.
Teterboro, NJ 07608	Paramus, NJ 07052
3. In the event we are on the A/B Remote schedule, schools will employ staggered meal schedules in the cafeteria, cafeteria menu will be grab-and-go only, and discontinue self- service and buffet style meals. Overflow classrooms and outdoor areas may be utilized and will be designated for dining purposes to reduce the cafeteria population during meal times. One directional seating with six feet between diners will be observed. Cafeterias and common areas will be marked with one-way directional tape to reduce congestion and physical proximity.
4. Morning and afternoon duty staff to ensure social distancing during lunch meal service to continue during remote operations in conjunction with local schools if possible.

**Committee Recommendation on the required length of a virtual or remote instruction day.**

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1. A remote plan has been developed and all class schedules will remain the same on the remote plan and meet the 4 hours a day of instruction excluding lunch and physical education.
2. Parents are advised of a clearly defined deadline to submit requests for full remote learning.
3. An Administrator and Counselor are identified on each campus to answer questions.
4. Google informational documents were sent to each family.
5. School Days are a minimum of four hours of instruction per day, excluding lunch and recess.
6. Mental health support groups are being conducted for staff, parents and students, to help those struggling with transitional issues or any other mental health topics.
7. Additional tutors added to staff, enabled by the American Rescue Plan Grant.
8. Myfi's have been ordered and delivered to accommodate families without internet access.
9. An additional 450 Chromebooks and MacBook Airs were ordered and delivered to accommodate new students and shared time students.
10. An additional 50 laptops including Surface Pros (for math and science curriculums) have been ordered and distributed to staff.
11. New headsets have been ordered for clearer communication dependent on the need for the possibility of remote instruction.
12. PowerSchool has been updated with additional emergency contact via the "student information card".
13. Webcams have been installed for all instructional spaces.
14. PowerSchool forms launched to reduce paper handling.