

Old Bridge Township Public School District
Plan for Emergency Virtual or Remote Instruction
2023-2024

ACCESS TO TECHNOLOGY

All grades K-12 students have access to district-purchased devices. “Hot spots” have also been purchased to assist families in need. The district has developed a procedure for assigning devices and recording of receipt. Building Principals will maintain a list of those students who identify a need for device or internet support. Principals will work with the Technology Department to establish a distribution time/date as well as a process for record-keeping related to inventory. This process will be repeated throughout any hybrid or remote period.

The technology department will communicate with those parents who have requested devices and will support student use. District Technology Integration Specialists and the Director of Technology will communicate with families with regard to procedures and or trouble shooting if the district needs to move remotely during the course of the school year.

ACCESS TO MEALS

Should the district be forced to implement a multiple-day emergency closure due to pandemic conditions, the meal service program will be modified to provide impacted students with continuing access to two free meals per day if they are Free and Reduced Lunch. This will be accomplished by modifying district procedures and utilizing all available USDA program waivers to maximize meal safety and availability. Changes would likely include the following:

- Modification of menus to reflect greater use of prepackaged and shelf-stable items to maintain food safety standards
- Meal pickup at multiple locations for consumption at home

LENGTH OF SCHOOL DAY

It is the district’s intention to provide the same level of high-quality instruction to students regardless of the delivery model. It is also the district’s intent to provide the same amount of “school” time in both in-person and virtual modes. It is the district’s intent to maintain the continuity of the school day for all students, across all grade levels in alignment with the students’ and staff current schedule. However, the district may have to adjust the schedule if circumstances dictate a necessary change. At minimum, students will have four (4) hours of instruction per day.

ACADEMIC PROGRAM

Classroom teachers continue to follow district-approved curriculum guides and New Jersey Student Learning Standards. Content area supervisors will work with staff members to prioritize standards so that time with students is maximized. Teachers will try to replicate a “normal” class setting as closely as they can. Teachers are expected to utilize the Microsoft Teams Platform to hold live lessons daily. Lessons could also be recorded at the discretion of the teacher so that those students who are unable to join during the day can access them in the evenings when supported by parents. For questions on specific curriculum implemented by the district, first contact your building principal

Student attendance should be taken at the beginning and end of each lesson. Teachers should report to the building Principal and/or guidance counselor any issues with student attendance so that the family liaison can reach out to families with support. Teachers should provide all parents with weekly updates through email, phone calls, google sites, or other Principal-approved avenues. All teachers are responsible for planning, grading, communicating with parents, collaborating with their paraprofessionals, and collaborating with their grade level colleagues.

Assessment: Ongoing formative assessment should be planned and utilized. Grade-level and content-specific assessments will be administered as needed and as appropriate per district assessment schedule and/or as assigned by supervisors.

Multilingual Learners (formally ELL): ML teachers continue to follow district-approved curriculum guides and New Jersey Student Learning Standards for their ML students. Content area director will work with staff members to prioritize standards so that time with students is maximized. Teachers are expected to utilize the Microsoft Teams Platform to hold live lessons daily for the ML students. Lessons could also be recorded at the discretion of the teacher so that those students who are unable to join during the day can access them in the evenings when supported by parents. All the programs offered via the current ML curriculum will be provided by our ELL teachers as part of their overall lessons. Teachers will be expected to reach out to the parents via e-mail or phone at least one (1) time per week. For questions on specific curriculum implemented by the district, first contact your guidance counselor and then your district-level Director of ELL and World Cultures.

STUDENT SUPPORT SERVICES

School Counselors, CST members, Effective School Solutions, and other mental health providers should establish “office hours” throughout the week for those students who wish to meet. They should also maintain a list of at-risk students, high school seniors, etc., to support as per supervisor’s directives. All CST meetings (ID, Annual, Eligibility) will be held virtually through Zoom. Reading Specialists and Technology Specialists will work with students and staff in virtual settings at the direction of their supervisors.

School Counselors will be available to communicate with students and families during school hours via telephone or virtually meet via Microsoft Teams. Additionally, each School Counselor will utilize Microsoft Teams to post updates, announcements, resources, and any additional relevant communication necessary.

School counseling webpages for each school building website will continue to be updated with information and resources for support relevant to the event that caused school closure. Maintain updated School Counselor contact information with the various options for communicating during school closure.

If necessary due to the nature of school closure, the district counseling department will initiate and mobilize a crisis response team with appropriate hours and location(s) to provide emergency services to the community impacted.

Related Services (Speech, Occupational Therapy and Physical Therapy)

All student IEP plans and 504 plans should be reviewed, implemented, and monitored by the appropriate Child Study Team Members and/or Case Managers. District Special Education Supervisors and the Assistant Superintendent of Educational Programs will continue to oversee all student programs.

All related services (OT/PT/SLS) will be rendered virtually as per the IEP mandated time and duration of services should the district need to pivot to remote instruction. Students who require individual services will receive those services individually with the therapist virtually. Students who require group sessions as per their IEP will receive those sessions virtually through a group setting on a platform such as Microsoft Teams or Zoom. All communication between parents/guardians and therapists will be ongoing regarding progress. IEP progress reports will continue to be completed by therapists at the timeframes delineated within each student's IEP.

Other considerations:

The district will continue to provide student access and teacher resources while on virtual/remote instruction to all district associated programs including, but not limited to: Accelerated Learning, SEL Curriculum and Programs, Title I, Credit Recovery and extended learning activities and 21st Century programs. The district will also work to ensure the community-based programs, extracurricular programs, and equal and equitable access to transportation services would continue to the greatest extent possible based on the resources available during virtual/remote instruction.

A comprehensive list of essential district-level will be provided to the New Jersey Department of Education if the district has to move to virtual/remote instruction.