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**Boonton Township
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Excellence in Education

Boonton Township School District

Virtual/Remote Instruction Plan
2023-2024



Board of Education Approval:
August 16, 2023

Introduction

The Boonton Township School District educates students in Prekindergarten through 8th Grade in one school building (Rockaway Valley School). High School students attend Mountain Lakes High School through a send-receive agreement with the Mountain Lakes School District.

This report outlines the protocols that will be implemented to ensure continuity of instruction in the event of a public health-related school district closure. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during a closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent/Principal or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

The Boonton Township School District has prepared this plan following guidance from the NJ Department of Education and includes these key areas:

- I. Equitable Access and Opportunity to Instruction
- II. Addressing Special Education Needs
- III. Addressing English Language Learner (ELL) Plan Needs
- IV. Attendance Plan
- V. Safe Delivery of Meals
- VI. Facilities Plan
- VII. Other Considerations

I. Equitable Access and Opportunity to Instruction

This plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction. The district has a 1:1 Chromebook Program in place for students in grades 5-8. Students in younger grades will be provided with a Chromebook or iPad if they do not have access to a device at home. The IT coordinator will track this information in our student information database. Similarly, the district has purchased a supply of hotspots and can distribute these to families on an as-needed basis.

Virtual instruction will follow the regular instruction program, including schedule, assignments, assessments and other instructional components. Teachers are fully trained in Zoom, Google Classroom and Google Meet.

II. Addressing Special Education Needs

The regular school program will continue to the greatest extent possible. The virtual instructional day will follow the current school schedule with classes in session for K-8 learners from 7:52 to 2:21 with a 39-minute

lunch period built into each grade's schedule. The preschool day runs from 8:30 to 1:30, also with a 39-minute lunch break.

Special education students will have little to no interruption of their instructional program. If necessary, paraprofessionals will individualize instruction while being monitored by the classroom teacher. Accelerated learning opportunities and SOAR (the District Gifted and Talented program) will continue to the greatest extent possible.

Special education staff have access to IEP Direct software and will monitor their implementation of students' programs and modification. IEPs are also available to staff members through the Genesis Student Information System. The same is true for 504 plans of students who require these. Case managers will communicate on a consistent basis with teachers and Child Study Team members to ensure that students' programs are being thoughtfully carried out.

All supports will still be in place: I&RS, EIS (Extended Instructional Support) and Reading Specialist services for those students who need academic support will all be available. Teachers will offer twice weekly Help Periods before or after school to provide opportunities for clarification, questions or catching up. Teachers will be collecting baseline data that can indicate areas of weakness and opportunities for remediation.

IEP meeting and re-evaluations and other similar meetings will be conducted via Zoom or Google Meet should in-person meetings be unable to be held.

III. Addressing English Language Learner (ELL) Plan Needs

N/A (There are no English Language Learners currently enrolled at Rockaway Valley School nor have we had an ELL student in recent years.)

IV. Attendance Plan

Attendance is taken at the beginning of each period at the middle school level. Students must log in to each class period on time and have their computer cameras on in order for the student to be marked as "present". Elementary students must log in at the beginning of the school day and will remain logged in to class until the lunch break or when they need to switch to a related arts teacher. Students must have their computer cameras on in order for the student to be marked as "present". After lunch, students must log in again and adhere to the same protocols described above.

The district attendance policy will be followed. Parents will be notified if a student is marked absence without a parent notification of said absence in *Genesis*. If necessary, one of the school counselors and Class III officers can be sent to the home for a Wellness Check.

V. Safe Delivery of Meals

In the event of a district closure, the Free and Reduced Meal program will continue. The distribution of school meals for approved students will be daily between 11:00 a.m. and noon. Delivery can be arranged for families who are unable to get to the school for pick up. Typically, Rockaway Valley School has fewer than 15 students receiving free or reduced lunches.

VI. Facilities Plan

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. Should health conditions warrant, a rotating skeleton crew will be deployed. In addition to all existing established cleaning procedures, the school custodial staff will implement a deep clean of the school building, including classrooms, restroom facilities, gymnasium locker rooms, and cafeterias.

In the event of district closure, all vehicles involved in the transportation of students will be cleaned and disinfected whenever they're used for transporting students or delivering food or educational materials, using a combination of sanitizing wipes and Atomizing Disinfectant Sprayers.

VII. Other Considerations

In keeping with the district's practice during a closure for inclement weather, there will not be Before- or After-Care programs held during a health-related closure. Outside community groups will not be permitted in the school facilities.

Extra-curricular programs like school-sponsored/teacher-led clubs and organizations may continue virtually if feasible and practicable. After-school enrichment classes sponsored by our Education Foundation may or may not continue, depending upon the feasibility and type of activity.

The district does not provide credit recovery for students. The district does not offer a 21st Century Community Learning Center Program or Title I Learning Programs.

Algebra I is an accelerated learning class for 8th graders which would be included in virtual instructional school day. RVS has a 20-minute SEL period built into the daily schedule which would be maintained should the district pivot to remote learning.

School guidance counselors and Child Study Teams will be available to check in with students and assist families.

VIII. ESSENTIAL PERSONNEL

| | Name | Role | Duties | No. |
|----------|-------------------------|----------------------------|--|-----|
| Admin | Dr. Christian Angelillo | Superintendent/Principal | CSA | 1 |
| | Dr. Lia Lendis | Assistant Principal | Teacher contact; curriculum questions; student attendance; testing coordinator | 1 |
| | Christy Voorhees | Director, Special Services | Teacher contact; curriculum questions, instruction modification; continuing CST function; remote IEP and AR | 1 |
| | John Murray | BS/BA | Regular business functions; board meetings; buildings and grounds | 1 |
| | | Admin Assistants | Support admin; communication; data tracking; public relations; social media; state reporting; trouble shooting | 4 |
| | John Gaertner | IT | Tech Support | 1 |
| Instruct | | Teachers | Instruction | 45 |
| | | CST/Related Services | Teleconferencing; providing on-line services | 5 |
| | | Paraprofessionals | Completing assigned on-line professional development | 12 |
| B&G | | Custodians | Deep cleaning; routine maintenance; trouble shooting | 6 |