

Building Closure Plan/Switch to All Remote Learning

Preparation: Please be aware that events may require that our instructional program be offered remotely to students while still allowing personnel to be present in school buildings. All employees are deemed essential to the thorough and efficient education of our students and to the completion of activities that support the health, safety, and well-being of staff and students. During a school building closure, any and all employees may be required to work on site at their regularly assigned location at the discretion and judgement of the school district. All employees working on site are expected to adhere to appropriate health and safety guidelines, including social distancing, wearing masks, and proper hygiene. All employees will be expected to complete the required daily health screener immediately prior or upon entry to the building. Workplace flexibility options, as previously established and under the sole discretion of the District, will remain in effect during this time.

However, all employees should also be prepared to work remotely, if directed to do so, as the result of an event that causes school buildings to be closed to both students and personnel. This preparation includes access to key resources including critical documents, office supplies, reliable technology hardware, internet connection, and phone. Employees should be prepared to work remotely immediately upon notification, and without a return to the school building for resources or supplies, should the District deem it necessary to do so. Please plan and prepare accordingly. All staff will review and comply with District Acceptable Use policies and professional norms for appropriate use of technology.

Teacher Expectations: All faculty members will be expected to comply with all professional duties assigned, regardless of learning environment. All faculty members will be expected to report to their assigned location daily and follow the schedule identified by the District or an immediate supervisor. Eligible members of the faculty may exercise workplace flexibility hours with approval from the District. All teachers are expected to continue rigorous instruction during any closure of school buildings as part of an all-remote learning experience. All classes will be expected to be held daily as synchronous learning opportunities during their regularly scheduled time in the morning session. Teachers are expected to include all students (maroon, gold, and remote) for these lessons, five days a week. Teachers are expected to maintain office hours or other related student support and contact activity during the second session of each school day. Teachers will be required to communicate the daily schedule to their students and/or their parents.

Monday	Tuesday	Wednesday	Thursday	Friday
Session I Direct Instruction*	Session I Direct Instruction*	Session I Direct Instruction*	Session I Direct Instruction*	Session I Direct Instruction*
Session II Office Hours	Session II Office Hours	Session II Office Hours	Session II Office Hours	Session II Office Hours

***ALL STUDENTS (MAROON, GOLD, REMOTE CLASSES COMBINED) RECEIVE SYNCHRONOUS DIRECT INSTRUCTION.**

All hybrid students will follow the session 1 and 2 bell schedules currently used for their grade span, but will merge teams for synchronous remote learning, five days a week. Remote students will join these synchronous learning experiences based on the guidelines provided here.

- **Grades 6-8 REMOTE** students will follow the 2020-2021 official bell scheduled assigned to them and join synchronous learning activities with merged Maroon/Gold teams.
- **Grade 5 REMOTE** students will follow Nicole Leach's homeroom's schedule for ALL classes and specials
- **Grade 4 REMOTE** students will follow Alexa Wright's homeroom's schedule for ALL classes and specials
- **Grade 3 REMOTE** students will follow Sarah Wedgwood's homeroom's schedule for ALL classes and specials
- **Grade 2 – REMOTE**
 - 1- ELA- Laster
 - 2- Comp (M/T) & PE (Th/F) with Laster's class
 - 3- ELA- Laster
 - 4- Sci (M/T) & New- SS (Th/F) Laster
 - 5- Math- New

- 6- Math- New
- 7- ELA (Th/F) Laster
- 8- ELA (M/T) Laster & Art/Italian (Th/F) with Laster's class
- **Grade 1- REMOTE**
 - 1- ELA- Exley
 - 2- ELA- Exley
 - 3- Sci (M/T) & SS (Th/F) - Mortimer
 - 4- It/Art (M/T) with Exley's class & TPE (Th/F) with Exley
 - 5- Math- Nastase
 - 6- Math- Nastase
 - 7- ELA- Exley
 - 8- PE (M/T) with Exley's class & Comp (Th/F) with Exley's class
- **Grade K- REMOTE**
 - 1- ELA- Gori
 - 2- ELA- Gori
 - 3- Sci (M/T) with Barker & SS (Th/F) with Gori
 - 4- Art/It (M/T) with Gori's class & TPE with Gori
 - 5- Math- Barker
 - 6- Math- Barker
 - 7- PE (M/T) with Gori's class & Comp (Th/F) with Gori's class
 - 8- ELA- Gori
- **Preschool- REMOTE 9:00-12:30- all students synchronous**

Teachers are expected to submit weekly lesson plans by 8 am on the first day of the week. Student work should meet New Jersey Department of Education curricular standards and should engage students in productive learning activities for a minimum of 4 hours per day, but not to exceed 7 hours per day including session 1 and session 2 activities.

No learning activities should occur during currently scheduled employee lunch breaks and teachers should make every effort to avoid scheduling on-line experiences in conflict with another scheduled activity. Teachers should coordinate with those teachers with whom they share students to ensure that students are not overburdened with multiple assignments. Links to student assignments and resources should be posted and updated on the OnCourse Connect page. Students and families should be provided with a regularly updated schedule that includes detailed information concerning when and how to contact the teacher, online meeting times and access information, and assignments.

Teachers should expect to have direct instructional contact with all assigned students daily, here characterized as synchronous learning, involving personal interaction using audio-visual interaction via electronic device. Teachers must assign curricular work that furthers student mastery of appropriate grade-level standards; this may be with additional direct instruction and support or work that can be accomplished independently. These assignments should be engaging and varied. Work may include use of electronic applications, pre-packaged informative videos with accompanying student activity work, prerecorded video lessons, pre-recorded audio books/ lessons, screencast smartboard lessons, or (limited use only) hard copy packets. The greatest emphasis should be on direct instruction methods that provide synchronous interaction between students and teachers.

All instruction provided electronically will utilize District-approved platforms of Zoom or Google Classroom. Supplementary resources will include OnCourse Connect, Gizmos, Readorium, IXL, Khan Academy, Learning Ally, and any others specifically approved by the District. Teachers will refrain from implementing unauthorized programs or applications. Teachers may utilize Remind 101 to provide limited supplemental support, but should NOT rely on this application, or any similar application, as a primary means of instruction of students. One-way communication, such as communication of agendas, assignments, or reminders will not be counted as direct instruction. Staff will also not use Remind 101, or similar bulk mailing application, to communicate any individual student information, including student progress and achievement

When working remotely, teachers are expected to utilize a remote work location that presents a professional appearance. Teachers should adhere to a professional dress code and the physical location should be conducive to professional behaviors and free from distractions.

Student Attendance: Teachers will be required to log daily student attendance per District guidelines for all-remote students. During a mandated school closure, all students will be considered all-remote learners.

Grading: Teachers will be expected to assign, review, and post electronic grades to OnCourse regularly; at a minimum, grades must be posted weekly. Student grades should accurately reflect mastery of the content.

Classroom/Instructional Aide Expectations: All classroom/instructional aides will be expected to comply with all professional duties assigned, regardless of learning environment. All classroom/instructional aides will be expected to report to their assigned location daily and follow the schedule identified by their immediate supervisor. Eligible classroom/instructional aides may exercise workplace flexibility hours with approval from the District. Classroom/instructional aides will work under the guidance of the classroom teacher and provide additional assistance and support during the child's virtual learning experience.

Expectations are as follows:

- Follow the assigned schedule utilizing district-provided technology
- Attend each synchronous class lesson and provide supports and strategies for the students
- Provide instructional reinforcement for individual students or small groups of students
- Communicate with students via video conferencing regularly
- Support and implement the scope and sequence of the child's academic curriculum under the guidance of your child's classroom teacher

Support should continue into the afternoon session and become more individualized based upon student and classroom need. Examples: Small group review of lesson; Re-reading of story; Additional practice of math concepts.

In most cases, the first priority should be to those students who are supported with an IEP or 504. The teachers will continue to provide information to the aides about the students, as well as a point of contact for the family. Teachers will include classroom Zoom account information on OnCourse Connect and on their classroom platform so that families can access aide assistance daily and/or as needed.

RTI: All BSS RTI staff are to create a schedule that meets during office hours in Session 2. If the staff member who teaches RTI has periods available during the school day, they are to work out RTI times with the grade level teachers. Those times will then be communicated with the parents by the RTI teacher. All NMS RIT staff will support students during assigned Session 1 periods, typically periods 1 and 3. RTI staff need to maintain flexibility and communication with parents and administration regarding the schedule.

Child Study Team Expectations: All members of the Child Study Team will be expected to comply with all professional duties assigned, regardless of learning environment. Child study team members will be expected to report to their assigned location daily and follow the schedule identified by their immediate supervisor. Members of the Child Study team will utilize district resources, including but not limited to technology, phones, and traditional mail services, to maintain regular contact with parents, students, teachers, and aides to monitor the implementation of Individualized education plans and to ensure all elements of the IEP process are completed. Eligible members of the CST may exercise workplace flexibility hours with approval from the District.

Related Service Providers: Speech/Language Therapists, Occupational Therapists, and Physical Therapists will continue to provide services aligned to the child's individual goals. Each related service provider will utilize district resources to schedule individual and/or group therapy sessions with students. Each related service provider has access to student/family contact information and the expectation is to maintain regular contact with parents, students, teachers, and child study team members. Related service providers are also expected to document each therapy session and

include student attendance. Each related service provider will log therapy sessions with date, time, student, attendance and IEP goal.

Guidance Counselor Expectations: All Guidance Counselors will be expected to comply with all professional duties assigned, regardless of learning environment. Guidance counselors will be expected to report to their assigned location daily and follow the schedule identified by their immediate supervisor. Eligible members of the guidance department may exercise workplace flexibility hours with approval from the District. Members of the Guidance Department will utilize district resources, including but not limited to technology, phones, and traditional mail services, to maintain regular contact with parents, students, teachers, and aides to monitor student academic progress and general well-being.

School Nurse Expectations: All nurses will be expected to comply with all professional duties assigned, regardless of learning environment. Nurses will be expected to report to their assigned location daily and follow the schedule identified by their immediate supervisor. Eligible district nurses may exercise workplace flexibility hours with approval from the District. Nurses will utilize district resources, including but not limited to technology, phones, and traditional mail services, to maintain regular contact with parents, students, teachers, and aides to monitor student health and general well-being. Nurses will also serve as building and district liaisons for general information related to COVID -19, and specifically, issues related to contact tracing.

12 Month Employee Expectations (Secretaries, Custodians, Custodial/Maintenance, Administrative, Clerks and any other designated employee)- Unless otherwise directed by the New Jersey Department of Education, New Jersey Department of Health, or the Greenwich Township School District, all 12 month employees should expect to report to their assigned location during all-remote instruction events. In the event that the buildings close to all personnel, 12-month employees will be notified and will be expected to work remotely in accordance with their contracted schedule or as appropriate.

Non-Instructional Aides: Non-instructional aides, such as cafeteria aides, will be utilized on an as-needed basis during any full or partial school closure. Schedules for non-instructional aides will be communicated to them from the Office of the Superintendent.

Employee attendance- All employees are required to be available to the District and engaged in appropriate professional behaviors during the hours identified within individual schedules or as directed by their immediate supervisor, regardless of work location (on-site or remote). If an employee is unavailable during any of these scheduled times or otherwise unable to complete his or her assigned duties, the employee must contact his or her immediate supervisor and Mrs. Garrison, in the Office of the Superintendent, and complete all paperwork as directed. Contact and approval should occur prior to any employee being unavailable for work. The District will charge and record the use of the appropriate leave day within each employee's attendance file, including but not limited to Sick and Personal days.

The District reserves the right to alter, add to, delete, or otherwise change these expectations as deemed necessary or appropriate to ensure the quality of student education.