

Emergency Virtual/Remote Instruction Plan



West Long Branch School District 2023-2024

Introduction

Pursuant to N.J.S.A. 18A:7F-9(c), Local Education Agencies (LEAs) have been tasked by the New Jersey Department of Education to create a plan that can be utilized and implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health related closure.

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Equitable Access and Opportunity to Instruction

- Materials needed will be available for pick-up at the home school of the child receiving virtual instruction when needed on an individual basis.
 - In the event of a broad school closure, pick-up times for materials will be communicated to parents/guardians for students and disseminated to families.
 - Delivery of materials will be provided to students/families in need of such a service.
- West Long Branch is a 1:1 district in grades K-8 and a chromebook will be provided to each student to be used at home for virtual instruction. Chromebooks for students in grades K-1 are provisioned with Kiosk Mode, limiting student access to school-approved apps only.
- Teachers designed and will share with students a virtual schedule of their virtual day that mimics the times of an in-person full instructional day. Virtual classes are held via teacher-hosted virtual meetings (codes will be shared), and small group instruction can be provided virtually to maximize differentiation in a virtual environment. Lunch and recess will be included in all virtual day schedules as these mimic a face-to-face learning day. The minimum time for virtual learning days will be 5 hours daily.
- Online platforms are regularly used in daily instruction and work well for both in-person and remote learning. All teachers have a Google Classroom for their students.
- Assessments which can be administered virtually will continue to be in use (IXL benchmarks, Savvas EnVision Mathematics, etc.)
- For any student who requires internet access, a district issued hotspot will be provided on an as-needed basis.
- If closure becomes necessary, an on-demand online survey will be sent in home languages to ascertain whether any families have experienced a change in their access to technology. We will act upon any requests by providing internet and/or device access.

Addressing Special Education Needs:

- All services required by individualized education plans, inclusive of related services, will be provided remotely to the greatest extent practicable.
- Lesson plans written by staff members will include accommodations and modifications in alignment with IEP, and case managers will track the provision of related services.
- Case managers will follow up with families on a biweekly basis through a closure, to ensure that services are implemented in accordance with IEPs.
- IEP meetings will be held virtually via Zoom or Google Meet, provided that families are in agreement.

Addressing English Language Learner (ELL) Needs:

- ESL services will be provided virtually, at the frequency provided during the normal in-person school day/week.
- Communication will be provided to families in home language, and will provide translation services via bilingual staff members and/or translation services as needed. Translation can be accommodated via virtual video conference meeting and/or telephone during a closure.
- The Smore newsletter tool, which includes embedded translation features, will be used to communicate with families.
- Differentiation, access to technology, and sheltered instruction strategies will be used throughout a closure via the virtual classroom. Differentiation may be accomplished via small group sessions in separate Google Meet classes.
- Teachers, administrators, and counselors will be available for English Language Learners and their families, and staff members have received training regarding culturally responsive teaching which takes on new dimensions when/if engaged in remote learning from home.

Attendance

Daily online attendance is a requirement for all students. Daily attendance will serve as a key factor in determining promotion, retention, and graduation.

- Homeroom teachers will take attendance in Realtime (SIS) and submit their attendance to the main office. Period attendance will be taken during each course to monitor student attendance during the full virtual school day. Students are required to be in attendance during all Google Meet sessions and complete all assigned classwork.
- A school official will verify that the attendance has been submitted. Daily attendance reports will be distributed to the staff daily through email. Daily attendance and period attendance comparisons will be used to monitor student attendance.
- Students with no, or limited digital presence, may receive a “wellness check” from the guidance counselor or school nurse. Students showing patterns of minimal engagement or a pattern of absences, may receive a phone call from the building Principal. The School Principal reserves the right to enact a “wellness check.”

Safe Delivery of Meals

Lunch will be provided by Sodexo for all interested students and will be available for pickup at designated times. More information regarding delivery dates, times, and locations will be communicated through email, text message, and automated phone call to eligible district families.

Facilities Plan

All buildings will be maintained as if school is in session. There will be increased attention to airflow, humidity, and dusting to ensure that rooms are not left closed and subject to mold growth. All toilets will be flushed periodically and faucets run to ensure water doesn't sit in pipes for an extended period of time.

Other Considerations

ACCELERATED LEARNING

Accelerated learning experiences will take place as per the regular master schedule, facilitated via Google Meet sessions with the G&T teacher.

SOCIAL/EMOTIONAL HEALTH OF STAFF AND STUDENTS

As potential COVID-19 school closures continue to be a possibility across New Jersey, it is important to be aware of the many supports available to our community.

In addition to school counselors (Melissa Murphy and Lauren McKenna) and our school psychologist (Philip Zaza), below is a comprehensive list of possible resources for Parents/guardians and Children:

- Monmouth County Psychiatric Emergency Screening Services (PESS) / Monmouth Medical Center: 732-923-6999
- Riverview Medical Center Outpatient Behavioral Health: 732-345-3400
- 2nd Floor Youth Helpline: 1-888-222-2228
- Hopeline Network: 1-800-394-4673
- www.suicidepreventionlifeline.org or Call: 1-800-273-8255
- PerformCare: 1-877-652-7624 for assistance 24 hours a day 7 days a week. Call if:
 - You are struggling to meet the needs of your developmentally delayed child or adolescent
 - Your child refuses to attend school, or has repeated lateness or skipping, or if you have other concerns about his or her school performance
 - Your child shows physical and/or verbal aggression
 - You observe family conflict, including youth substance abuse or refusal to comply with rules
 - Your child seems to experience grief that is beyond "normal" such as the loss of a family member or friend through divorce, death or relocation
 - Your child experiences a traumatic event, such as a house fire or witnessing violence
 - A trusted friend, teacher or other adult in your child's life has expressed concerns

- You'd like to know more about the types of services available

Social and emotional health is incredibly important at this time, and we encourage families to reach out to us for support and utilize these services if needed.

TITLE I EXTENDED LEARNING PROGRAMS

Title I after-school enrichment will continue to be offered for targeted, identified students. Sessions will take place via virtual classroom.

21ST CENTURY COMMUNITY LEARNING CENTER PROGRAMS

Not applicable

CREDIT RECOVERY

Not applicable

OTHER EXTENDED STUDENT LEARNING OPPORTUNITIES

Not applicable

TRANSPORTATION

Courtesy busing will be suspended during an emergency school closure. Transportation for students with IEPs in out-of-district placements will continue uninterrupted, so long as their placement school(s) remain open for in-person instruction.

EXTRACURRICULAR PROGRAMS

Extracurricular programs will be suspended during an emergency school closure resulting in virtual instruction.

CHILDCARE

Not applicable

COMMUNITY PROGRAMMING

In-person programs planned for the community will either be suspended or provided virtually, depending on the event. Communication will be sent to the community with specific details, as needed.

District Contacts - Essential Employees

West Long Branch District Administration:

Mrs. Christina Egan, Ed.D. Superintendent of Schools	cegan@wlbschools.com
Ms. Corey Lowell School Business Administrator/Board Secretary	clowell@wlbschools.com
Mrs. Allyson Winter Principal, Frank Antonides Middle School	awinter@wlbschools.com
Mr. James J. Erhardt Principal, Betty McElmon Elementary School	jerhardt@wlbschools.com
Ms. Lolita Yacona Director of Special Services	lyacona@wlbschools.com
Mrs. Lori Skibinski Supervisor of Curriculum and Instruction	lskibinski@wlbschools.com

Child Study Team:

Mrs. Lorraine Dioguardi, LDTC	ldioguardi@wlbschools.com
Mrs. Lori Engelken, Social Worker	lengelken@wlbschools.com
Mr. Philip Zaza, School Psychologist	pzaza@wlbschools.com

Guidance Counselors:

Mrs. Melissa Murphy	mmurphy@wlbschools.com
Ms. Lauren McKenna	lmckenna@wlbschools.com

School Nurse

Mrs. Anastassia Yaccarino	ayaccarino@wlbschools.com
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