



Long Branch Public Schools

"Together We Can, Juntos Nós Podemos, Juntos Podemos"

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2023-2024 Emergency Virtual (Remote) Instruction Plan

School Schedules:

- **See Attachment for Building Schedules*
- All schedules meet the minimum requirement of 4 hours of instruction exclusive of lunch and recess.

Equitable Access and Opportunity to Instruction:

- **Grades (Pre-K & K)**
 - District has issued 1:1 students chromebooks for all students which can be brought to and from school daily. **Families will be surveyed as to household WiFi and hot spots will be distributed to those students and families in need. District will incur costs of hot spots to ensure all students have WiFi access.*
 - Students will follow the Pre-K and K emergency virtual (remote) school schedule.
 - The parent/guardian will be sent a link each morning of the emergency closure which will allow the child to access their teacher's virtual classroom.
 - Teachers will provide whole group and small group interactive instruction.
 - At this level, student growth and progress will be monitored and measured using a myriad of benchmarking assessments such as those found within our Tools of the Mind Programs (P3 and P4), as well as through our Guided Math and Scholastic Programs (K).
- **Grades (1-5)**
 - District has issued 1:1 students chromebooks for all students which can be brought to and from school daily. **Families will be surveyed as to household WiFi and hot spots will be distributed to those students and families in need. District will incur costs of hot spots to ensure all students have WiFi access.*
 - Students will follow the Elementary School emergency virtual (remote) school schedule.
 - Students will be responsible for logging into their teacher's Google classroom where the daily schedule and classroom virtual link will be posted.
 - Teachers will provide whole group and small group interactive instruction.
 - At this level, student growth and progress will be monitored and measured using a myriad of benchmarking assessments such as those found within iReady (Math) and Scholastic (ELA).
- **Grades (6-12)**
 - District has issued 1:1 students chromebooks for all students which can be brought to and from school daily. **Families will be surveyed as to household WiFi and hot spots will be distributed to those students and families in need. District will incur costs of hot spots to ensure all students have WiFi access.*
 - Students will follow the High School/Middle School emergency virtual (remote) school schedule.
 - Students will be responsible for logging into each class period via Google Meet or Zoom.
 - Teachers will provide whole group and small group interactive instruction.
 - At this level, student growth and progress will be monitored and measured using a myriad of benchmarking assessments such as those found within iReady, Into Lit (6-8), Link It (6-12), and Discovery Education (6-8).

Addressing Special Education Needs:

- **Program/IEP Implementation**
 - As students, in all levels, will follow their daily schedule as outlined, modifications will continue to be made in a remote setting as they would in a live, classroom setting. This includes, but is not limited to, small group instruction, one on one support, and all other IEP mandated accommodations and Related Services.
- **Case Managers**
 - Case Managers have access to all classroom codes via Google Classroom and Zoom links so they can follow up on all students within their respective case loads at all times. Additionally, phone calls and Zoom meetings can continue to be held in the event of transition to remote learning.
- **IEP Meetings/Evaluations**
 - All evaluations and re-evaluation meetings for the Long Branch Public School District will continue in a virtual setting should the district need to transition to remote learning. These meetings will continue to look similar to those conducted live (sign in sheets, Special Education teacher present, classroom teacher present, case manager, etc.).

Addressing English Language Learners (ELL) Plan Needs:

- **Program**
 - Specific curriculum aligned to NJSLS will be taught to identified ELL students within their specific classrooms. These classes are included in each of the schedules, from Pre-K through 12 on the attached sheet for Remote Learning Daily Schedules.
- **Communication with Families of ELL Learners**
 - The Long Branch Public School District utilizes Blackboard Connect to send text messages to all families. These messages are sent to families in English, Spanish, and Portuguese. Additionally, parents who sign up for Parent Portal in Genesis can access student grading and attendance information. Finally, there are a myriad of other platforms used within each classroom such as Class Dojo and Remind 101.
- **Differentiation for ELL Learners within Program**
 - Teachers in the district have been trained in SIOP, which provides teachers strategies for how to present a lesson specifically geared toward ELL learners. This is especially important for our Elective level teachers.
- **Training for all school stakeholders as it relates to culturally responsive teaching and learning, socio-emotional learning, and trauma informed teaching for students affected by forced migration from their home country**
 - The Long Branch Public School District has an office of Diversity, Equity, and Inclusion (DEI) which has provided staff with a myriad of resources and professional development opportunities since its inception in 2021. Additionally, this office has a digital library of presentations and videos teachers can access from any device should the district need to transition to Remote Instruction. These resources can be found on the district website.

Attendance Plan:

- **Attendance Policy and Procedures**
 - Teachers will have the same access to Genesis in a remote learning environment as they would in a live instructional setting. Teachers will take Daily and (at the applicable levels) class period attendance within the Genesis platform. District Attendance Officers will monitor daily attendance for trends and make follow up phone calls for each school as needed.
- **Communication with families of students who do not participate in online instruction**
 - Teachers will continue to be the first level of communication for students and their families. For students who are chronically absent and/or not participating, school counselors and advisors will be involved in consultation, when needed, with district Attendance Officers. Hot lists will be created and maintained for those students who are struggling with remote learning, and be referred for additional support services which include but are not limited to our School Based Youth Services Program, SEL Sessions, and additional check-ins with school counselors as needed.

Safe Delivery of Meals Plan:

- **Breakfast & Lunch**
 - In the event of District Emergency Closure, Grab and Go Breakfast and Lunch packages will be distributed at 4 locations (Long Branch Middle School, Lenna W. Conrow School, Gregory Elementary School, Holy Trinity School)

Facilities Plan:

- **Building Maintenance During School Closure**
 - Custodians, Maintenance, and Buildings and Grounds members have been identified as District Essential Employees. Therefore, they will continue to report to their designated locations during any prolonged school closure which requires a transition to remote learning for students.

Other Considerations:

- **Accelerated Learning Opportunities**
 - Teachers will continue to follow the district Gifted and Talented plan for students at all grade levels to provide these accelerated learning opportunities within a virtual setting.
- **Social and Emotional Health of Staff and Students**
 - The district will continue to implement SEL and Wellness activities to all students via Zoom from our District Wellness Coach and District SEL Coach in the same manner in which instruction was delivered during the pandemic shutdown. Additionally, through our Project AWARE (Advancing Wellness and Resiliency in Education) program, staff will continue to have access to coping supports and resources they can utilize for self health, care, and wellness.
- **Title I Extended Learning Programs**
 - Title I Programs will continue at the conclusion of each school day. Each staff member working within these programs will provide their students with a specific google classroom code and Zoom link for these after school opportunities.
- **21st Century Community Learning Center Programs**
 - LB STEAM, our district after school program, will continue to run during an extended transition to remote learning. Each staff member working within these programs will provide their students with a specific google classroom code and Zoom link for these after school opportunities.

Other Considerations *continued*:

- **Credit Recovery**

- Credit Recovery will continue to run during an extended transition to remote learning through the various state approved methods for such. As these programs are already completed in a virtual setting, teachers will continue to monitor and check in with those students taking part in credit recovery programs while the district transitions to remote learning.

- **Other Extended Student Learning Opportunities**

- Teachers will continue to provide all needed extended learning support and opportunities. This will be done in a virtual setting as indicated by individual student progress data taken from the many programs utilized in the district which include, but are not limited to, iReady and LinkIt!

- **Transportation**

- In the event of a transition to remote learning, a select number of bus drivers will be identified as Essential Employees should any transportation needs arise.

- **Extra-Curricular Programs**

- In the event of a transition to remote learning, all in-person extracurricular programs will be canceled. However, coaches and/or club leaders will continue to meet with students and will provide their students with a specific google classroom code and Zoom link for these after school opportunities.

- **Childcare**

- In the event of a transition to remote learning, the district will also close its childcare program "Little Waves" until health and safety metrics improve for the allowing of such to continue.

- **Community Programming**

- The Long Branch Public School District will continue to partner with several different community entities such as the Long Branch Public Library to continue to offer community programming in a virtual format in the event of a prolonged health related closure.

Essential Employees:

- The Long Branch Public School District has a list of essential employees should the district need to transition to remote or virtual instruction and will provide said list to the County Superintendent's Office at said time should the need arise.

Plan Accessibility:

- Plan is posted on district website at this link: <https://www.longbranch.k12.nj.us/>

Date Plan Was Board Approved:

- *TBD*

Date of Submission to County Office:

- *TBD*

Long Branch Public Schools
Emergency Virtual (Remote) School Schedules - 2023/2024 SY

**All schedules meet the minimum requirement of 4 hours of instruction exclusive of lunch and recess.*

Early Childhood Pre-School			
Start Time	End Time	Classroom Activity	Minutes
9:00	9:15	Opening Group Activities	15 minutes
9:15	9:20	Body Movement	5 minutes
9:20	9:35	Whole Group Math	15 minutes
9:35	10:25	Small Group Math	50 minutes
10:25	10:55	Whole Group Literacy	30 minutes
10:55	11:45	Small Group Literacy	50 minutes
11:45	1:00	Asynchronous Learning	75 Minutes
1:00	2:00	Lunch/Recess	-----
Total Instructional Minutes			240 minutes

Early Childhood Kindergarten			
Start Time	End Time	Classroom Activity	Minutes
9:00	9:15	Opening Group Activities	15 minutes
9:15	9:35	Whole Group Literacy	20 minutes
9:35	10:35	Writing	60 minutes
10:35	11:40	Math	65 minutes
11:40	12:00	SEL	20 minutes
12:00	1:00	Asynchronous and/or Small Group Instruction	60 minutes
1:00	2:00	Lunch/Recess	-----
Total Instructional Minutes			240 minutes

Elementary Grades 1 & 2			
Start Time	End Time	Period	Minutes
7:50	8:00	Homeroom	-----
8:00	9:15	ELA	75 minutes
9:15	9:45	Writing	30 minutes
9:45	11:00	Math	75 minutes
11:00	11:30	Social Studies/Science	30 minutes
11:30	12:00	Special via Recorded Lesson	30 minutes
12:00	1:00	Lunch/Recess	-----
Total Instructional Minutes			240 minutes

Elementary Grades 3-5			
Start Time	End Time	Period	Minutes
7:50	8:00	Homeroom	-----
8:00	9:45	ELA/Writing OR Math/SCI/SS	105 minutes
9:45	11:30	Math/SCI/SS OR ELA/Writing	105 minutes
11:30	12:00	Special via Recorded Lesson	30 minutes
12:00	1:00	Lunch/Recess	-----
Total Instructional Minutes			240 minutes

Middle School			
Start Time	End Time	Period	Minutes
8:00	8:30	Block A Day 1	30 minutes
8:30	9:00	Block A Day 2	30 minutes
9:00	9:30	Block B/B6 Day 1	30 minutes
9:30	10:00	Block B/B6 Day 2	30 minutes
10:00	10:30	Block C/C8 Day 1	30 minutes
10:30	11:00	Block C/C8 Day 2	30 minutes
11:00	11:30	Block D Day 1	30 minutes
11:30	12:00	Block D Day 2	30 minutes
Total Instructional Minutes			240 minutes

High School			
Start Time	End Time	Class/Subject	Minutes
7:30	8:00	A1	30 minutes
8:00	8:30	A2	30 minutes
8:30	8:35	Break	-----
8:35	9:05	B1/B9	30 minutes
9:05	9:35	B2/C9	30 minutes
9:35	9:40	Break	-----
9:40	10:10	C/D9	30 minutes
10:10	10:40	D/D9	30 minutes
10:45	11:15	E1	30 minutes
11:15	11:45	E2	30 minutes
Total Instructional Minutes			240 minutes



AGENDA

LONG BRANCH BOARD OF EDUCATION
Long Branch, New Jersey

Regular Meeting
Wednesday, July 26, 2023
6:00 P.M.

Long Branch Middle School
350 Indiana Avenue
Long Branch, New Jersey 07740

G. **GENERAL ITEMS - The Superintendent of Schools recommends the following:**

1. **APPROVAL OF COOPERATIVE PURCHASES**

I recommend the Board approve/ratify the list of cooperative purchases that exceed the bid threshold as listed on **APPENDIX G-1**.

2. **APPROVAL TO RENEW THE SCHOOL BASED YOUTH SERVICES CONTRACT**

I recommend the Board approve/ratify the renewal of the School Based Youth Services contract with the Department of Children and Families (DCF), Division of Child Protection and Permanency for July 1, 2023 to June 30, 2024. The contract amount is \$365,066.

I recommend the Board authorize **Nikkia Blair, Supervisor for School Counseling Services**, to serve as the district's contact person for the above actions.

I further recommend **Francisco E. Rodriguez, Superintendent of Schools**, be designated the Board's representative to implement the above actions.

3. **APPROVAL OF CLASSLINK CONTRACT**

I recommend the Board approve the contract with Classlink to house the passwords for all educational technology tools that are used to supplement instructional activities. This allows students to sign on with a single password and have easy access to all of their educational technology tools. The contract will be in effect from October 1, 2023 to September 30, 2024 at a cost not to exceed \$21,282.

4. **APPROVAL OF CURRICULUM ASSOCIATES (iREADY) CONTRACT**

I recommend the Board approve the contract with Curriculum Associates (iReady) which is an assessment and instructional program that allows teachers to utilize data to differentiate instruction to achieve student growth. It will provide in the moment resources that can be used for remediation and reteaching for small group instruction. The ELA and math assessments help pinpoint student strengths and weaknesses to help teachers monitor student growth to achieve grade level proficiency. The contract will be in effect from September 1, 2023 through August 31, 2024 at a cost not to exceed \$175,700.

5. **APPROVAL OF LINKIT! SOFTWARE LICENSE AGREEMENT**

I recommend the Board approve/ratify the agreement with LinkIt! Software for the purpose of development and management of K-12 assessments in all subject areas. This agreement will be in effect from July 1, 2023 through June 30, 2024 at a cost not to exceed \$136,381.

6. **APPROVAL OF EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAMS FOR THE 2023 - 2024 SCHOOL YEAR**

I recommend the Board approve the following:

As required by New Jersey Law A-3904 P.L.2020, c.27, or "Chapter 27", school districts are to annually submit a proposed program for emergency virtual or remote instruction (Plan) to the New Jersey Department of Education (Department). This law provides for the continuity of instruction in the event of a public health-related district closure by permitting LEAs to utilize virtual or remote instruction to satisfy the 180-Day requirement pursuant to N.J.S.A. 18A:7F-9. This information is listed in **APPENDIX G-2**.