



BTS Flexible Learning Guidance for Instructional Continuity

School has been closed as a mutually agreed upon decision from the NJDOH and BoE or unilaterally by the Superintendent. There is a plan in place for home instruction so that the NJDOE can count this towards the 180 day requirement. Districts have an obligation to ensure preparing and planning for prolonged school closures.

Guiding Principles:

- Leverage online tools that staff already uses
- Directions and assignments are understandable
- Opportunities for feedback and student check ins are provided
- There is flexibility and sensitivity to technology constraints and home dynamics
- Work together with colleagues and maintain a healthy work - life balance

Staff Inservice Agenda and Action Items, review before school closure:

1. Full staff meeting;
2. Google Sheets discussion on procedures and guidelines;
3. Overview of procedures for teacher home instruction plans (FIP)
 - a. Create communication plan to parents (ie: website, Class Dojo, Classroom, email)
 - b. Create Teacher Home Instruction Learning Plans (FIP) and link them to BTS Teaching Home Instruction template.
4. Before leaving the building, grade levels to review and complete:
 - a. Create Home Instruction Learning Expectations summary and BTS Teaching Home Instruction template;
 - b. Invite administrative team (Google Classroom, Class Dojo);
 - c. Develop and share with administrative team: grade level plan, following staff attendance procedures;
 - d. Record student/parent interaction time, maintain a log;
 - e. Take all manuals, resources, supplies home on the last day in building.

Expectations for Teachers - General Overview

Support student well-being and academic development in the midst of a major disruption to our daily operations for an extended period of time;

Continue to foster student learning without being able to meet our students in person;

Flexible learning with Google Classroom (if applicable) or Docs, etc.;

Students will engage in class materials and complete work, typically within a given timeframe;

Maintain a healthy work/life balance;

Keep open lines of communication between staff and administration;

Reach out if you experience any difficulties.

Days of flexible instruction:

Teachers will develop learning plans shared in varying ways (Google Classroom, Class Dojo, email, etc.).

Grades K-8, teachers may use the Google Suite and/or packets to provide learning opportunities, assign work and communicate with students.

Learning plans could 1. reinforce prior content or 2. be a stand alone unit that supports the curriculum or 3. extends the learning.

Teacher(s) on a grade level/course may be “absent” or unavailable; students can continue learning.

Teachers will use tools and/or resources, typically used, in the flexible learning environment.

Non-teaching staff is responsible for following normal attendance procedures and for completing their tasks assigned; they will report progress of tasks through their Google docs.

Students Eligible for Lunch:

BTS will continue to provide lunch to eligible students on every day that instruction is taking place during our emergency closure. Our Food Service Management Company (FSMC) will distribute lunches and will minimize contact by having a grab and go table set up. A representative will be present to document receipt of each meal in order to make sure that eligible students are each receiving a meal and that the District is properly billed.

Per the New Jersey Department of Agriculture, Districts should provide the following information in their plan so it can be passed on to the New Jersey Department of Agriculture in the event the pending waiver request before the United States Department Agriculture is granted:

SFA Name: Bedminster Township School District

Agreement #:03500240

Date Meal Distribution will begin:March 16, 2020

Date Meal Distribution will end:When school re-opens and/or when remote learning has been completed

Schools/Site where distribution of meals will take place:School 234 Somerville Road, Bedminster, NJ 07921

Meals to be claimed for reimbursement per day: under 50

(up to two meals, or one meal and one snack, per child per day) We participate in the NSLP only, not breakfast.

Please outline the SFA’s method(s) for meal distribution, including meal content and meal counting and claiming procedure. If the SFA plans to provide meals for multiple days, please outline the plan below.

Include how all food safety requirements will be met.

Bedminster Township School is providing a fresh bagged lunch to each eligible student on every day that instruction is taking place during our COVID-19 emergency closure. Our Food Service Management Company (FSMC) will distribute lunches outside our school and we will minimize contact by having a grab and go table set up. A staff member will be present to document receipt of each meal in order to make sure that eligible students are each receiving a meal and that the District is properly billed.

Special Education and remote learning due to COVID-19:

As the Bedminster Township School District transitions to remote learning through flexible instruction days due to COVID-19, the Student Services Department is collaborating and planning for our students with disabilities. Special education teachers and related services providers have communicated online various activities, lessons, and resources. Depending on the grade level and individual needs of the child, this may have been done through paper packets, take home “book bags”, Google Classrooms, Class Dojo, websites, or through emails. We encourage families to work as a team with staff to support the students’ learning and development while schooling at home.

Child Study Team members are available to support students, their families, and our staff. Child Study Team members will be working collaboratively with the Supervisor to ensure the district is meeting required legal

timelines. Efforts were made by the Child Study Team to evaluate students whose consent was taken prior to the school closure. Upon school reopening for our students, we will make every effort to provide special education and related services to the students in accordance with the students' individualized education program (IEP). The Child Study Team will continue to have IEP meetings via online technologies like Google Hangouts or Zoom or through phone calls. District staff are participating in out-of-district meetings in these capacities as well. We are providing options to our families and working collaboratively. If it is not possible to meet by online technologies or phone, the district will be documenting this and will hold the meeting upon school reopening. We will continue to utilize staff to communicate in the students' native language for meetings. In addition, the ESL teacher is working with families and students to ensure that school work and general communication is understandable to families. Chromebooks were issued to students in need to help with translation services and work completion. At this time, all of our students in out-of-district schools are home due to those schools closing. We will continue to be in communication with those schools. If they are open prior to the Bedminster Township School District opening, we will resume transportation services for those students. Throughout the remote learning period, the Student Services Department will be working as a team with families and administration to meet the needs of our students at home.

Pre-K-8 Students - 527 total	100 or below	50 or below
ELL		X
F&RL		X
Special Ed	X	

Technology:

Parents were emailed a survey to understand home connectivity and device availability. All known students in the district have Internet connectivity. Under twenty-five students were without devices and were assigned devices either before leaving on their last school day or within a few days. Up to fifteen staff members were without district owned devices and were assigned devices before leaving on their last day in the school building.

General Expectation for Flexible Learning:

Staff is to meet responsibilities through a flexible learning model, communication with parents, students, support staff and administration, planning with colleagues, monitoring student and staff work, sharing documents/plans with the appropriate stakeholders.

Staff Communication

Staff and/or teachers are expected to post/communicate a minimum of once a day [middle school by subject area and 1x/day for elementary students for the same subjects], and/or check in with students or parents daily through email or Google classroom, etc. New material does not have to be assigned each day, a post or communication could include a new assignment, a check in through a document, and/or a reminder of the work that has already been assigned or any other updates for student learning can occur.

Email to Parents/Students

Staff members are to send general emails to parents, as necessary. Teachers may only respond through email/Google Docs to students and email to parents.

Planning Guidelines

Collaborate as much as possible (all teachers will not be on the same lesson, at the same time) with grade and/or subject area on all instructional plans. Inclusion of physical activity will occur, as appropriate.

Work Load

Staff will be cognizant of how much work is assigned. Grades K-4 will not assign more than 30 minutes per subject area, per day, grades 5-8 may assign between 30-40 minutes per day, per subject and will show flexibility. Non-teaching staff is operating on a full day. Custodial and cafeteria aid staff is operating on a daily rotating basis in the building.

Student Check In and Feedback

Staff will report any student concerns to the appropriate school counselor and/or the school nurse. If appropriate, counselors and nurses will communicate with administration. There will be communication with administration if students are not behaving appropriately within the flexible learning environment.

Assessment

For now, no grades will be posted into Genesis. If that changes due to a prolonged absence, this plan will be updated. Some staff members may be compiling portfolios of student work.

Staff Accountability

Staff will work together to ensure plans are created, copied, scanned and packets are placed in the Main Office. Before leaving Friday, March 13, 2020 packets will be placed in staff folders and teaching staff will sign out on the sheet in the main office.

All office support (4), business office (2), custodial (8), technology (1) and supervisor/administration (6) have been given directives and daily responsibilities while working from home.

Hours

All BEA staff will make themselves available between the hours of 8:45 - 3:35pm each day. Teachers will take lunch and have prep time each day. Teachers will be using team time, PLC, Faculty Meeting time and common planning time to make updates to their curriculum. All teachers have access to their BoE approved curriculum. All teachers will be updating their lesson and/or units of curriculum. See below.

***Attendance** [for staff only]

All staff follow normal attendance procedures on Google docs daily labeled BTS Home Flexible Instruction Days Sign In sheet or into Frontline/Aesop if they are not in the building teaching.

Common Planning / Team Time / PLC / Faculty Meeting Time - curriculum updates, Danielson uploads, SEL infusion into curriculum