



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Emergency Virtual or Remote Instruction Plan for Beverly City School District

County: Burlington
District: Beverly City School District
Chief School Administrator: Elizabeth C. Giacobbe, Ed.D.
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According to the guidelines, absent a shift in the public health data, as set forth by the New Jersey Department of Education, school buildings will open in full capacity for in-person instruction and operations in the fall. The reopening of our schools will include necessary limitations to protect the health and safety of our students and staff. The Beverly City School District will be open for five (5) full days as we were in the 2022-2023 school year. As the previous plan proved to be quite successful, we will be following the same plan and procedures. We do recognize that we must be ready to adjust our educational models should the spread of the virus and consistent health data require one or a group of students to quarantine throughout the school year.

The Beverly City School District will strictly adhere to all of the protocol as outlined by the New Jersey Department of Education, CDC, and local health officials. The health and safety of students and staff remain our number one priority and will guide all decisions at the local level.

At the Beverly City School District, we have prioritized technology and adopted a 1:1 Chromebook initiative, where all students are provided a Chromebook. Should a student or students need to quarantine due to COVID-19, a student may engage in their school day through an at-home synchronous e-learning experience, the student will be provided a school district issued Chromebook. The parent/guardian must complete an on-line parental agreement form available on the district's homepage. This will need to be completed each school year. Should the district need to go all remote, the same process will be followed. Parents/guardians requiring the use of a district issued Chromebook will complete the form and arrangements will be made for a safe retrieval of the Chromebook. After the closure, on March 13, 2020, we provided nearly 200 Chromebooks to the families that required them. We have made similar accommodations and are prepared to send home a Chromebook to any family that does not have their own device at home.

- o The Beverly City School District has worked closely with Assemblywoman Carol A. Murphy and Mr. John Mulholland, the Chief of Staff for Assemblywoman Carol A. Murphy to connect with Mr. Tony Bawidamann, Sr. Director, Government Affairs for Comcast, who has several options for families with students enrolled in the Beverly School District to have access to the internet. Comcast offers free internet for two months for low-income families. After the two months are up, the service is \$99 for the year. For less than \$100, a family can have the internet for an entire year. If a family cannot afford this; we would have to look at local funds to see if it is a possibility to assist with covering costs.



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- o During the last closure in March 2020, we had very few families, less than two (2) that did not have access to the internet. If we are required to close, we will work to identify those families in need of participating in the offer from Comcast.
- o In addition, when device issues arose the past school year, we were able to address them. Our technology coordinator was very accessible and accommodating, and this allowed for families to connect remotely and access online learning in meaningful ways, because of his assistance.
- o This fall, class sizes allow for teachers to be very familiar with our families and their access to technology. Should circumstances prevent or preclude a student from gaining access, the teacher will immediately let administration and our technology coordinator know. At that time, our technology coordinator will arrange for a phone call and attempt to remedy the issue remotely. If this does not resolve the issue, our technology coordinator will arrange for a time that the family can bring the device and he can review the issue in person. If warranted, new technology will be issued to this family.

Beverly City School District recognizes that these supports are not an exhaustive list of the activities and/or the supports it will need to establish to help all with the transition. Behavioral supports, social supports, and academic supports are essential for maintaining staff and students' optimal health for learning. The multi-tiered systems of support, screening tools, collaborative problem-solving teams, data-based decision-making, mental health supports, primary health supports using our school nurse and local health department, mentoring, and quality academic instruction will make transitioning back into the school environment smoother.

Below we will outline, in detail, the option of at-home synchronous e-learning only available to students who must quarantine only due to COVID-19. During the duration of the quarantine, the child will follow the daily schedule (8:00 – 3:00) through live streaming. The second option, virtual, is only if the whole school closes per the mandate of Executive Order, NJDOE, and/or NJDOH, guidelines.

Beverly City School

**Traditional
School Day/
At Home
Synchronous
E-Learning**

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*With enhanced sanitizing protocols
and possible use of PPE*





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Traditional School Day + Social Distancing/At-Home Synchronous E-Learning:

Traditional School Day + Social Distancing Option:

We would adhere to the mandated, enhanced cleaning schedule as outlined above; as well as, all other critical components. Staff, students, and visitors would use PPE where mandated. Staff would arrive at 7:55 AM and get screened upon entering. Students would arrive at 8:15 AM to get screened. They would social distance while lined up at different entrances, which are listed above.

Upon entering, students would receive a bagged breakfast and report directly to their homerooms. Most classes have low enough numbers that we can ensure social distancing and adhere to the guidelines as set forth by the New Jersey Department of Education. Students would remain in their classes, with the exception of lunch, recess, PE classes, and music instruction to ensure social distancing and no cross contamination between cohorts. Students would be dismissed at 3:00 PM.

The teachers, who will be wearing masks, would do the moving. Students would be permitted to use the restrooms, which will be closely monitored and go outside, for recess and PE, weather permitting.

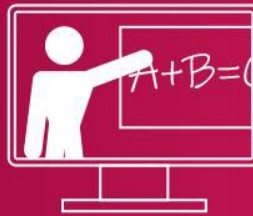
At-Home Synchronous E-Learning Option for COVID-19 Quarantined Student ONLY:

Students who need to quarantine due to COVID-19 ONLY, will participate in at-home synchronous e-learning (online learning). The school will remain open for in-school learning and the quarantined student(s) will participate in daily lessons via webcams directed at the front of the room during classroom instruction. Students will be able to live stream every lesson, and are required to attend daily to meet attendance requirements. In addition, students must complete the assigned work through their google classroom and be responsive during live classroom instruction. Every morning, a google meet appointment will be emailed to a student's email so that they may join. Attendance will be taken and grades will be earned/issued just as if we were 100% in-person. Accordingly, expectations will reflect a quintessential Beverly City School District education.

Students who are determined to need to quarantine for COVID-19 only and need meals may pick them up at the school. This will be made available two times per week and the individual families affected by the quarantine will be notified of dates and times.

Beverly City School

**Virtual
Distance
Learning**





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Virtual Distance Learning for Full School Closure:

The Beverly City School District will adopt this scenario if the New Jersey Department of Education, Department of Health, and/or CDC mandates a **full** school closure. We will resume online/virtual learning as we did in March 2020 at the initial school closure of the COVID-19 pandemic. We would run the school day with all of the periods (1-8) using the 12:30 dismissal schedule. Attendance will be taken and grades will be earned/issued just as if we were 100% in-person. Accordingly, student performance expectations will reflect a quintessential Beverly City School District education. Teachers will take their lunch from 12:30-1:15 as should students. Teachers would then be available at 1:15 for small group and/or 1:1 assistance for students through 3:00 PM. Teachers and individual paraprofessionals will provide live instruction for students through Google Meets on an approximate 30-minute period schedule and the 12:30 dismissal schedule found below.

Each homeroom teacher will create a Google Classroom for their homeroom students where one unique Google Meet code will be generated. Teachers will share the individual meeting code with their colleagues in order to ensure students can remain logged in to one meeting and teachers will be responsible for rotating in and out during their assigned instructional period.

Should the full school need to close, meals for the week will be provided one time per week. The specific date, time, and location for meal pick up will be determined and shared with the school community if the need arises. **The Beverly City School District will ensure all essential employees are identified and a list is provided to the county office at the time of the transition to remote or virtual instruction.**

Academic, Social, and Behavioral Supports:

The Beverly City School District has always made the social, emotional, and behavioral concerns of our students and staff a priority. Listed below are specific assessments and identification tools the district will use to provide multi-tiered systems of support through the Intervention and Referral Services team, the pre-intervention problem solving grade level teams, the administrative team, and the Child Study Team.

- Academic
 - Baseline assessments using edConnect to measure students' strengths, weaknesses, and gaps in their instruction due to remote learning. Data provided will allow teachers to best instruct students and maximize academic time periods while gearing lessons towards students' needs. These specific assessments will focus on the instruction students would have received at the end of a typical school year. Students will be assessed on their last completed grade level.
 - Computer adaptive assessments using Renaissance STAR which will identify students' current reading levels and math levels, without frustrating students. These assessments hone in on student levels without pushing children to the point of frustration.



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- o edConnect assessments that individual teachers can create to identify students' current levels in science, social studies, and related arts.
- o Data will be used to identify students who will meet with Title I support teachers, RTI instructors, and support teachers to receive specific instruction based on students' needs. Classroom teachers will also use this data to create daily lessons with differentiated materials.
- Digital Divide
 - o At the Beverly City School District, we have prioritized technology and adopted a 1:1 Chromebook initiative, where all students are provided a Chromebook. Should a family decide to do at-home synchronous e-learning, that parent/guardian may request the use of a school district issued Chromebook. This process is determined through email communication after the request for at-home synchronous e-learning is requested. The parent/guardian must then complete an on-line parental agreement form available on the district's homepage. This will need to be completed each school year. Should the district go all remote, the same process will be followed. Parents/guardians requiring the use of a district issued Chromebook will complete the form and arrangements will be made for a safe retrieval of the Chromebook. After the last closure, on March 13, 2020, we provided nearly 200 Chromebooks to the families that required them. We have made similar accommodations and are prepared to send home a Chromebook to any family that does not have their own device at home.
 - o The Beverly City School District has worked closely with Assemblywoman Carol A. Murphy and Mr. John Mulholland, the Chief of Staff for Assemblywoman Carol A. Murphy to connect with Mr. Tony Bawidamann, Sr. Director, Government Affairs for Comcast, who has several options for families with students enrolled in the Beverly School District to have access to the internet. Comcast offers free internet for two months for low-income families. After the two months are up, the service is \$99 for the year. For less than \$100 a family can all have internet for \$100 that would cover an entire year. If a family cannot afford; we would have to look at local funds to see if it is a possibility to assist with the covering of the costs.
 - o During the last closure in March 2020, we had very few families, less than five (5) that did not have access to the internet. We provided paper copies last year for those families, but should they either A. choose remote instruction, or B. we are required to close, we will work to identify those families in need of participating in the offer from Comcast. Flyers will be sent home.
 - o In addition, when device issues arose this past spring, we were able to address them. Our technology coordinator was very accessible and accommodating this spring, and this allowed for families to connect remotely and access online learning in meaningful ways, because of his assistance.

- This fall, class sizes allow for teachers to be very familiar with our families and their access to technology. Should circumstances prevent or preclude a student from gaining access, the teacher will immediately let administration and our technology coordinator know. At that time, our technology coordinator will arrange for a phone call and attempt to remedy the issue remotely. If this does not resolve the issue, our technology coordinator will arrange for a time that the family can bring the device and he can review the issue in person. If warranted, new technology will be issued to this family.
- Behavioral
 - Staff will receive a review of Trauma Informed Teaching Techniques on the days leading up to school opening.
 - Teachers will be encouraged to monitor behavioral concerns using the district referral form located on their desktop.
 - The administrative team along with the pre-intervention problem solving teams will develop strategies for teachers to use to help students become more productive in the classroom.
 - Referrals to the behaviorist and/or the social worker, the school psychologist, and the SEL counselor may be made to help develop plans to address behaviors. The district will maintain and address behavioral trends.
 - The district will assign mentors to students who need positive one-on-one support, and meetings will maintain safety protocols relating to social distance.
 - The district has engaged in a partnership with the Boggs Center at Rutgers University for implementation of Positive Behavioral Supports in Schools. The district will participate in a two-year longitudinal commitment to professional development on redesigning our student code of conduct and development of a multi-tiered intervention system which will address
 - Attendance & Chronic Absenteeism
 - Behavior & Conduct
 - Social & Emotional Wellness
 - School Culture & Climate
 - Classroom Management
- Social
 - Again, staff will receive a review of Trauma Informed Teaching Techniques on the days leading up to school opening.
 - Mindfulness activities will be reinforced during homeroom daily.
 - Students will be encouraged to journal and express their thoughts in peaceful ways, and teachers will be encouraged to do the daily activities with their students.
 - The school social worker and SEL counselor will be in tune with the concerns expressed by the teachers and students during homeroom activities.



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Addressing Special Education Needs:

Members of our Special Education department and Child Study Team will provide academic support and assistance in real-time through virtual meetings to help meet the IEP goals and objectives. Case managers will continue to communicate with parents and teachers and monitor student progress in Genesis while also providing related services and implementing IEP accommodations and modifications. Child Study Team meetings will be held virtually.

Addressing English Language Learners (ELL) Plan Needs:

Beverly City School uses the WIDA standards, as well as the New Jersey Learning Standards, when planning and implementing lessons. Individual lessons are tailored to the needs of each student. Small group instruction allows for targeted lessons focusing on the individual skills needed for each student's success.

Communication with parents/ guardians is an integral part of Beverly City School. Documents such as the ACCESS scores are translated into their native language. Many staff members are bilingual, allowing the parents/students to feel welcome and comfortable. Computers are provided to each student, which helps them communicate more effectively.

Many different instructional techniques are used at Beverly City School. ESL instruction occurs in the general education classroom and as a pull-out program depending on the needs of the students. Each student is provided with a computer. Teachers provide translated copies of assignments and modify tests and quizzes to fit the individual student's learning plan. Many classrooms are labeled in the student's native language.

The staff at Beverly City School is trained to deal with students who have encountered hardships. Trauma-informed training is provided to the staff. Counselors meet with many ESL students, providing them with a safe and secure place to express their emotions. A multicultural curriculum is presented throughout the grades. Books from a variety of cultures are shared with students. Special holidays, such as Thanksgiving, are celebrated with ESL students. Students are encouraged to share their experiences and cultures.



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Attendance Plan:

Attendance will be taken and grades will be earned/issued just as if we were 100% in-person. Parents of any students with excessive absences or not participating online will be contacted by teachers, administration, members of the Child Study Team and our register. Accordingly, student performance expectations will reflect a quintessential Beverly City School District education.

Meals:

The Beverly City Board of Education utilizes Nutriserve to provide meals for students. The Beverly City School District will ensure that all food handlers and preparers from Nutriserve will follow the guidelines for safe food prep and delivery, including, but not limited to, wearing gloves and masks, and frequent hand washing in between. Students will be provided meals on a weekly basis. The meal preparation and delivery will be reviewed on a regular basis to make sure it is being provided in the safest and healthiest manner to the students.

Facilities Cleaning Practices:

A procedure manual has been developed prior to staff and students returning to school that will establish cleaning/disinfecting schedules, targeted areas to be cleaned; as well as, methods and materials to be used. All areas will be cleaned on a regular basis and several times throughout the day. As additional CDC protocols recommend, our cleaning practices will be modified. Additional cleaning and disinfecting with particular emphasis on classrooms and therapy rooms. Additional cleaning and disinfecting with particular emphasis on “high touch” areas, such as door knobs, countertops, water bottle filling station, etc. Increased and frequent sanitizing of lavatories, etc.

Accelerated Learning Opportunities/Title I Extended Learning Programs

- In the event of a closure, the district will continue to offer learning acceleration opportunities for students. Small group acceleration sessions will be offered for students who meet criteria for the program. These sessions will be held by Google Meet if the district is entirely remote. These sessions are funded by Title I and/or ESSER. 1:1 tutoring sessions will be offered for students who demonstrate a need for remediation or who are subject to mandatory quarantine.

Social Emotional Health of Staff and Students:

The Beverly City School District will seek to support all students, faculty and staff, during this transitional period and recognizes the importance of strong mental health during a global pandemic.

- Educator Well-being:
 - The Beverly City School District takes the well-being of our educators very seriously. Their mental state will have a huge impact on our students, and we must account for their well-being. In order to support our educators, the district has planned to use the following:

- Reminders of the 5 Strategies for Self-Care.
<http://www.ascd.org/ascd-express/vol15/num13/5-strategies-for-teacher-self-care.aspx>
- Review the mindfulness activities taught during our 2019 summer workshop and provide strategy workbooks.
- Use the educator tool kit for self-care and resiliency.
 - <https://gtlcenter.org/sites/default/files/Educator-Resilience-Trauma-Informed-Self-Care-Self-Assessment.pdf>
- Have educators partner with one another for “check-ins” to help manage stress.
- Remind teachers of the mental support resources our district has availed itself of: Cooper University Health Care Employee Assistance Program (856.342.2280).
- Remind teachers of the NJEA 24-hour telephone hotline for school staff and their families. 1-866-AID-NJEA (1-866-243-6532)
- Trauma-Informed Social and Emotional Learning:
 - The Beverly City School District, as mentioned previously, has made trauma-informed care a priority. The district will use the strategies learned during a Trauma Informed Teaching workshop hosted during the summer of 2019 by three professionals from the Department of Juvenile Justice. As we prepare for the potential trauma and the consequences of the COVID-19 closure, the district will employ these strategies to ensure that social and emotional learning are infused into everyday school life. The following will be in place to prioritize student and educator well-being:
 - Clear routines for all students.
 - Concise and honest communication with educators and families.
 - Utilizing trauma informed practices.
 - SEL counselor, social worker, and school psychologist to support staff and students in feeling safe, connected, and hopeful.
 - Daily mindfulness activities and classroom libraries on connection, caring, and understanding.
 - Mentoring, counseling, and/or buddy groups for students who are struggling with adapting to the school environment or the stress related to a global pandemic.
- Utilizing Strengths of Staff:
 - The Beverly City School District is uniquely positioned to leverage the strengths of its staff, as the educators’ generosity is simply unmatched. The district will host opportunities for staff to reflect on their strengths and prioritize their needs in order to empower educators as we return for instruction. The district will do the following:
 - Provide resources on SEL and trauma.
 - Embed mindfulness practices, SEL skills and strategies in daily lessons.



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- Review mindfulness practices and trauma informed instructional strategies, and practice regularly throughout the school year.
- Monitor and trend student behavior, and allow students an opportunity to reflect.
- Use the SEL counselor, social worker, and school psychologist to meet with students who are struggling to adapt to our “new normal” and maintain relationships with these students.
- Provide mentors to students who are struggling with academics, attendance, and behaviors.
- Apply the school’s protocols for recommending a student to I&RS.

21st Century Community Learning Center Programs:

Beverly City School will continue to use benchmark assessments to monitor student achievement and to identify students who may need additional support. Other technological applications will be utilized as well to provide teachers with feedback on student learning.

Other Extended Student Learning Opportunities:

Beverly City School provides extended school opportunities for students after school and during the summer to assist remedial needs.

Transportation:

The Beverly City School District is considered a walking district for students in Pre-Kindergarten through 8th grade. Students typically walk to school or are transported by their families. The Beverly City School District does provide transportation to high school students who attend Palmyra High School. The District will communicate with Palmyra about procedures to best transport the students attending out of district schools in the safest manner possible. Temperature checks will occur as students enter the bus each time. Students will be reminded to respect the suggested 6ft separation as much as possible. The District's school bus will be cleaned and disinfected on a regular basis. The District is also looking at securing another vehicle to allow for better social distancing. This would allow for more space on the bus for each student. Bus(es) will be cleaned and sanitized daily after each use. Windows will be opened when weather permits. Driver(s) will wear face masks. All students riding the bus will be required to wear face masks as well.

Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours:

At this time, the Beverly City School District will suspend all field trips, extra-curricular activities, and the use of the facility outside of the school hours to ensure that the entire building can be cleaned and disinfected thoroughly and appropriately outside of the school hours. YMCA will still be offering aftercare for a limited number of families. We will work collaboratively with the YMCA to ensure students, staff, and faculty safety and well-being. All will wear masks in this program.

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Master Schedule Virtual Distance Learning Option:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:55 Teacher Arrival	Teachers in Building	Teachers in Building	Teachers in Building	Teachers in Building	Teachers in Building
8:00 – 8:15 Breakfast	Log in your attendance	Log in your attendance	Log in your attendance	Log in your attendance	Log in your attendance
8:15– 8:25	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
Period 1 8:25 – 8:50	Follow your regular schedule	Follow your regular schedule	Follow your regular schedule	Follow your regular schedule	Follow your regular schedule
Period 2 8:50 – 9:20	Using this 12:30 Dismissal time frame	Using this 12:30 Dismissal time frame	Using this 12:30 Dismissal time frame	Using this 12:30 Dismissal time frame	Using this 12:30 Dismissal time frame
Period 3 9:20–9:50					
Period 4 9:50 – 10:25					
Period 5 10:25 – 10:55					
Period 6 10:55 – 11:25					
Period 7 11:25 – 12:00					
Period 8 12:00 – 12:30					
12:30 – 1:15	Teachers' Lunch	Teachers' Lunch	Teachers' Lunch	Teachers' Lunch	Teachers' Lunch
1:15 - 3:15	Virtual Office Hours/1:1 Assistance	Virtual Office Hours/1:1 Assistance	Virtual Office Hours/1:1 Assistance	Virtual Office Hours/1:1 Assistance	Virtual Office Hours/1:1 Assistance