Byram Township School District
Virtual/Remote Learning Plan
2025-2026

I. Introduction

Although remote learning is not an option for the 2025/26 school year, it may become necessary for one or both schools to pivot to a virtual learning platform due to a declared public health related emergency, a declared state of emergency, a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent will communicate with the Board of Education as well as the entire school community prior to implementing virtual/remote learning.

As currently outlined in "The Road Forward" document issued by the New Jersey Department of Education (NJDOE), days of virtual or remote instruction will count towards the 180-day requirement if the district is forced to close for more than three consecutive days of school. Currently, the first three days WOULD NOT count towards the 180-day requirement. Should the district need to pivot to an all-remote platform, four hours of instruction, exclusive of lunch and recess, are needed for the day to count towards the 180-day statutory requirement after the first three days of closure.

II. Equitable Access and Opportunity to Instruction

a. Instructional Expectations:

Students will be engaged in learning experiences including, but not limited to:

1. Live Google Meets
2. Pre-recorded videos
3. Posted lessons and activities
4. Formative and summative assessments
5. Google Classroom assignments
6. Online textbooks/online subject-specific subscriptions
7. Paper/online assignments

Teachers will continue to modify lessons and materials for students with accommodations according to their IEP/504 plans. Teachers will be monitoring their emails during school hours to answer questions.

b. Devices/Drop-Off & Pick-Up Procedures:

Students will continue to utilize electronic learning devices (Chromebooks) during the school day, and the platform that teachers use each day will be consistent with what would be used in the case of a pivot to virtual instruction. The district is 1:1 with Chromebooks for students in grades 2-8. Additionally, there are devices available for students in PK-1 that do not have devices at home on which they can learn. Please contact the main office at your child's school if you need a device for your child. Any child needing to sign out a Chromebook will have the ability to do so. If you need Wi-Fi access at home, the district can provide your family with a mobile hotspot to ensure you have access to the internet. Please contact the main office at your

child's school for more information.

When switching to remote learning, some assignments may still need to be completed with "paper and pencil," especially for younger students. Drop-off and pick-up containers will be available as needed for teachers to place paper copies, workbooks, and other physical materials for parents to pick-up materials and/or drop-off completed assignments as needed.

c. Daily Instructional Time/Procedures:
    1. ALL students will be expected to be online learning from 8:30 AM - 1:30 PM with an hour break for lunch and unstructured independent recess. At times throughout the day, teachers will allow time for students to complete independent work away from the computer screen (i.e. solve math problems, read a book, write an essay, complete an assignment using pencil and paper or electronically). Attendance will be taken at the beginning of each academic class. Students will be expected to complete homework assignments at the teacher's discretion.
    2. Teachers may request to meet with students individually or in small groups outside of the hours indicated above during "traditional" school hours. Extra-help sessions, RTI sessions, and small group learning will take place to ensure students are progressing. Teachers will also hold "office hours" during the week for those looking for online help. These specific times will be communicated by staff.
    3. Related arts classes (PE, Art, Music, etc) will be conducted asynchronously and assignments will be submitted through Google Classroom or a teacher drop-box located at the school.
        - Para-professionals will assist students with online learning per their IBP
        - Related-Arts teachers who are instructing asynchronously will prepare pre-recorded videos for students and will be available between 1:30 and 2:30 to meet with students.
    4. Related services will be scheduled to ensure the district is meeting the needs of those students receiving those services. If there are concerns with student progress while in a remote environment, a parent/guardian should contact their child's teacher so additional support can be provided.
    5. The Genesis Parent Portal will be updated frequently so that students and parents can monitor and track progress. Attendance will also be posted in Genesis daily as students are expected to be in Google Meets for live instruction.

III. Addressing Special Education Needs

The regular school program will continue to the greatest extent possible. IEP and 504 accommodations will be addressed in materials/packets sent home with students as well as in Google classroom. Progress will be tracked via grades in Genesis. If need be, paraprofessionals will be assigned to students to provide support in the virtual environment. Related services (i.e., speech, occupational therapy, physical therapy) will be scheduled virtually to ensure the district is meeting the needs of students receiving those services. All related service providers will track students' individual progress. If there are concerns with student progress while in a remote learning environment, you should contact your child's teacher directly.

Case managers will remain in contact with families and will work with families to provide support for students as needed. Evaluation of students as well as IEP/504 meetings will be held virtually and will be in accordance with state and federal laws and regulations.

IV. Addressing English Language Learner Plan Needs

Students receiving ELS (English Language Services) will continue to receive those services in the virtual environment. Extra-help sessions will be provided to individual students as needed to engage in academic content while improving reading, writing, speaking, and listening skills based on the ELD language domains. Materials will be translated for families who do not speak English. Information will be posted on the district's website and the website is available in different languages to accommodate families who do not speak English. Additionally, materials sent home via School Messenger will also be translated for families. Counselors will work with staff to ensure that the SEL needs of students are met. Students will have access to Google Translate and other translation programs as needed. Furthermore, all staff will receive necessary professional development in culturally responsive teaching to ensure that students are in a learning environment that promotes diversity and inclusion. Professional development opportunities may be individual in nature or in a large group setting.

V. Attendance Plan

Attendance is taken at the beginning of each class period. Attendance will be posted in Genesis. Students must log on for all classes and their cameras MUST be turned on during instruction for students to be marked as present. Elementary school students will log on to class at the start of the day and remain logged on to Google classroom until dismissal each day.

Students receiving related services and/or extra help will log on to a Google Meet at their assigned time and MUST have their cameras on to be marked as present for the session.

The district's attendance policy will be followed. Parents will be contacted if a student is marked absent without prior parental notification. If need be, the Byram Police Department will be contacted to go to the home to conduct a wellness check.

Reporting a Child Absent:
Parents should use Genesis to notify the main office to alert staff if a student is sick or unable to attend virtual learning.

VI. Provision of Meals

The district's breakfast and lunch program will continue. Students who do not qualify for free/reduced meals will be able to purchase meals. Daily breakfast and lunch meals can be picked up between 8:30-9:30 in the Byram Intermediate School parking lot.

I. Facilities Plan

The Byram Township School District will follow all recommendations outlined by Government agencies and will adjust procedures as needed.

a. Maintaining Facilities:

The school building and campus will be monitored by the custodial/maintenance staff daily. In addition to routine cleaning, a deep clean of the buildings, classrooms, restrooms, gyms, and offices will be conducted.

b. Building Access/Extra-Curricular Activities:

Should the district need to pivot to a virtual learning platform due to a declared public health related emergency, a declared state of emergency, a directive by the local or state health agency or officer to institute a public health-related closure, the school building will be closed to students, staff, and visitors and no extracurricular activities will take place unless the activity is something that can be done in a virtual setting. The administration will allow access to the building on an as needed basis by appointment only.

b. Essential Employees:

The following employees will be listed as “essential” for the buildings/district to remain operational:

List of Essential Employees by Category	Role	Duties	Number of Employees
Administrators	Oversee school and district operations	Interact with BOE, Community (including health officials), staff, students, monitor instructional needs, business office functions.	Five (Superintendent, Business Administrator, BIS Principal, BLES Principal, Assistant Principal)
Administrative Assistants	Administrative functions	Maintain records of students and staff, payroll, and purchasing.	Nine (Superintendent Adm. Assistant, two in BOE office, one PK-8, two in BLES main office, two in BIS main office, child study team assistant)
Custodial and Maintenance	Maintaining buildings and grounds	Repairs, maintain and clean the building, receive deliveries, ensure all functions of the building are in good working order.	ALL (depends on time of year)
Technology	JDM Technology support	Maintain servers and internet capacity for instruction, data security, address network issues, provide support to students and staff in remote environment.	Two
Maschio's Food Service	Meal Service	Preparation and distribution of meals	Three

Teaching/Certificated Staff	Provide instruction and support to students in the virtual environment	Provide instruction and support to students in the virtual environment	ALL (total number will vary depending upon needs of students and schools involved)
CST/Guidance	Provide support services	Case manage students with IEPs/504 Plans, provide related services, assist staff and students with SEL needs, complete evaluations of students in accordance with state and federal laws.	ALL (total number will vary depending upon needs of students and schools involved).
Paraprofessionals/TA's	Provide support to students and teachers	Assist students with IEPs and struggling students in the virtual environment	ALL (total number will vary depending upon needs of students and schools involved).

II. Other Considerations

Accelerated Learning Opportunities: Seek/Gifted and Talented will continue to be offered.

Social and Emotional Health of Staff and Students: School counselors, school based counselors, school psychologists, and school social workers will be available to work with staff and students in need. The district will partner with NJ4S to offer free therapy services to students in grades 6-8.

Title I Extended Learning Programs: All programs will remain in effect.

21st Century Learning Center Programs: The district does not offer a 21st Century Community Learning Program.

Credit Recovery: The district will not offer summer school. Students in need of summer school will have to attend summer school at a nearby school at a cost to their parents.

Other Extended Learning Opportunities: Our before and after school extra help/RTI programs will remain in effect and move to a virtual learning environment.

Transportation: Since learning will be remote, no transportation will be needed and thus not provided.

Extracurricular Programs: Will be postponed unless the activity can be held in the virtual environment. Outside community groups will not be permitted to use the school's facility.

Childcare: Will not take place.

Community Programming: Will not take place.

BOE Approval Date: July 23, 2025