



Shrewsbury Borough School  
20 Obre Place  
Shrewsbury, New Jersey 07702

Brent A. MacConnell  
Superintendent

Phone: 732-747-0882  
Fax: 732-747-7510

District	County	CSA	Phone	Grade Levels	Enrollment
Shrewsbury Borough School	Monmouth County	Brent MacConnell	732-747-0882	PreK-8th	465

Free and reduced Lunch Count	State Funded preschool count	Students with Disabilities (exclude speech only)	with Count	English language Learners	Homeless Count
	0				0

*Remote Instruction Plan for School Closure*

**Part I: Introduction**

The Shrewsbury Borough School District has worked collaboratively with administration, faculty and staff to develop an educational plan for remote/virtual instruction when the school need to be closed due to the conditions and criteria outlined in the “Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instructional Programs for the 2021-2022 School Year” broadcast. This plan includes guidance in the event of declared emergencies resulting in a district-wide closure.

P.L.2020, c.27 provided for the continuity of instruction in the event of a public-health related district closure so that districts can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A 18A:7F-9.

Although the Shrewsbury Borough School District believes that there is no substitute for in-person instruction and learning experiences, this plan will provide meaningful virtual, remote instruction for our students in every core academic area through online instruction during our daily schedule with the addition of project-based learning opportunities when appropriate. This plan will also articulate provisions for how breakfast and lunch will be distributed to eligible students, how special education related services will be provided, and how ESL services will be addressed by the district.

**Part II: Equitable Access to Instruction for All Students**

Remote instruction will be provided to students in the various academic areas including ELA, Math, Science, Social Studies, Health, Physical Education, and the other special area subjects offered at SBS. Teachers will post information and assignments as well as provide feedback through Google Classroom, Zoom, Google Meets, phone, text message, and/or email. Educational activities and materials will be differentiated to meet the learning needs of the specific grade level class or student.

Based upon information provided from a Technology Needs Survey conducted in 2020, Shrewsbury Borough Public School is a fully 1:1 district for Grades PK-8. Students who do not have access to



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the internet will be provided with a Wi-Fi hot spot or information to obtain internet services at a reduced cost. If students need a device to support IEP requirements or a device is broken at home, parents can contact the school and the student's assigned device will be issued for use at home.

Communication during virtual, remote instruction is critical and every faculty and staff member will prioritize clear, thorough, and timely communication should the facility be closed for an extended period of time. Faculty and staff will be expected to be available to students and parents in order to answer questions, provide feedback, or supply assignments utilizing our 8:30 to 12:30, 4-hour school day utilized for virtual, remote instruction.

In addition, all faculty and staff who are deemed essential personnel may be physically available and on site at SBS depending on the circumstances of our closure. Accessibility to the Main Office, Business Office, and our Administrative Team may be limited by circumstances of our closure, but will be available as long as conditions and guidance permit occupancy of the buildings. These staff members include the Superintendent/Principal, Business Administrator, Main Office and Support Staff, Supervisors, Administrators, Technology Coordinator, Secretaries, Teachers, Paraprofessionals, CST members, Custodial and the Buildings and Grounds Team. Our school will continue to be cleaned, disinfected, and maintained and offices by our Custodians and Buildings and Grounds Team daily Monday through Friday except for holidays. The business hours of the district will be 8:00 am to 4:00 pm whenever the Emergency Virtual Remote Instruction Plan is implemented. Since conditions change each day and the public will have very limited access to the school buildings at this time, please contact someone at SBS before attempting to visit the school.

The following information will designate more specifically how instruction will be delivered each designated school day according to the Remote Instruction Plan:

a. School Day

Due to the influence and impact of the COVID-19 virus on the educational system, the district has planned for a time when virtual/remote instruction is required. In developing this plan, there were a few core-guiding principles:

- Health, safety, and wellness of students and staff is a top priority.
- Maintain continuity of learning.
- Facilitate equity and ease of access to communications and resources.
- Flexibility to accommodate the needs of all learners.
- Incorporate educators, students, parents, and school boards in the analysis and planning cycle.

The district will be following a one-session day school schedule to facilitate remote/virtual learning. Staff will be available in the afternoons to conduct small group and remote learning check-in sessions with students.



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\*If health/safety data or information changes require the district to pivot to an all virtual/remote learning environment, notification will be sent to the entire school community via the district emergency communication system (REGROUP), the Genesis Parent Portal, district social media platforms, and website updates. Students and staff will have access to a device at the beginning of the school year. Students and staff will still follow the school schedule in a virtual/remote learning environment. Additional information is provided below.\*

**12:30 DISMISSAL SCHEDULE**

**GRADES Pre-K – 8**

<b>8:20 – 8:27</b>	<b>HOMEROOM</b>	<b>10:30 – 11:00</b>	<b>PERIOD 5</b>
<b>8:30 – 9:00</b>	<b>PERIOD 1</b>	<b>11:00 – 11:30</b>	<b>PERIOD 6</b>
<b>9:00 – 9:30</b>	<b>PERIOD 2</b>	<b>11:30 – 12:00</b>	<b>PERIOD 7</b>
<b>9:30 – 10:00</b>	<b>PERIOD 3</b>	<b>12:00 – 12:30</b>	<b>PERIOD 8</b>
<b>10:00 – 10:30</b>	<b>PERIOD 4</b>		

**DAILY TIME SCHEDULE – REGULAR DISMISSAL**

**GRADES Pre-K – 8**

<b>8:20 AM</b>	<b>FIRST BELL – AM HOMEROOM</b>
<b>8:30 AM</b>	<b>TARDY BELL</b>
<b>8:35 – 9:21</b>	<b>PERIOD 1</b>
<b>9:23 – 10:09</b>	<b>PERIOD 2</b>
<b>10:11 – 10:57</b>	<b>PERIOD 3</b>
<b>10:59 – 11:45</b>	<b>PERIOD 4</b>
<b>11:47 – 12:33</b>	<b>PERIOD 5</b>
<b>12:35 - 1:21</b>	<b>PERIOD 6</b>
<b>1:23 – 2:09</b>	<b>PERIOD 7</b>
<b>2:11 – 2:57</b>	<b>PERIOD 8</b>
<b>2:57 – 3:00</b>	<b>PM HOMEROOM</b>
<b>3:00</b>	<b>DISMISSAL</b>

Staff are scheduled to work a regular contractual schedule. Start and end times will remain consistent. Once instruction is completed in the morning session, staff will have opportunities in the afternoon for a duty-free lunch, remote/virtual learning check-in time, and time for planning on a certain day(s).

**Lunch & Recess for Students in Grades PreK to 8:**

All students in grades PreK to 8 will have lunch and recess when the school is closed between the hours of 12:30 and 2:00 PM so that they can utilize Office Hours from 2:00 PM to 3:00 PM.



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b. Educational Program

**Shrewsbury Borough Public Schools Remote Learning Plan**  
**2023-2024 School Year**

Teachers and certified staff will present the district’s curriculum to students through virtual/remote instruction methods. Students will follow a school schedule designed by the school principal during virtual/remote learning. Virtual/remote instruction will consist of both synchronous and asynchronous learning activities. To accommodate students who may have difficulty following a school schedule from home every day, live instruction will be recorded and posted in Google Classroom for review.

	<b>Synchronous Learning</b>	<b>Asynchronous Learning</b>
Definition	Synchronous learning refers to all types of learning where students and teachers are interacting simultaneously in real time using Zoom or Google Meet.	Asynchronous learning refers to learning where students access pre-recorded lessons or independent learning tasks at any time during the day.
What does this look like?	<p>Teachers will check in with students regarding their social emotional wellness, building community, and establishing personal connections. (Morning Meeting)</p> <p>Teachers will teach a mini-lesson to all students. Remote students will be able to watch live instruction at home using Zoom or Google Meet. All live instruction will be recorded using Screencastify and posted on Google Classroom for viewing later.</p> <p>A second teacher may be assigned to the class to help monitor remote learning students.</p> <p>Remote learning students will be muted. When they have a question, they can raise their hand for the teacher or can type a question in the chat. Students can unmute to ask the question and then will be muted again while the teacher is speaking.</p> <p>Teacher will preview or explain assignments or expectations of learning tasks to be completed by all students. Remote students will be able to access assignments through Google Classroom.</p> <p>Teachers can conduct small group instruction with students. Remote students can be given a link to join a separate session.</p> <p>Modeling, demonstration, or sharing examples of final products.</p>	<p>Students will view live session recorded instructional videos of lessons in a content area.</p> <p>Students will complete assignments posted in Google Classroom.</p> <p>Teachers will give feedback to students of completed work.</p> <p>Other ways to include asynchronous learning:</p> <ul style="list-style-type: none"> <li>· Listening to read aloud and answering questions.</li> <li>· Engaging in online Discussion by reading and posting responses (i.e. via Padlet, Flipgrid)</li> <li>· Recordings of performances submitted by students. (i.e. slideshow, videos, etc). Students can respond to recording.</li> <li>· Completing independent learning tasks, projects, and assignments.</li> </ul>



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### **Office Hours**

In the afternoon, instructional staff will hold Office Hours virtually and be available to meet with students online in individual work and focused assistance sessions. This time should first be devoted to remote students who require additional support with a set schedule so that these students know when to attend the session. A student who has difficulty with an assignment during the day can attend these sessions. Teachers will inform the student of this opportunity and make arrangements to meet during this time. Office hours will be from 2:00 PM to 3:15 PM.

Instructional Support staff such as ESL teachers, Reading Specialists, Reading Interventionists, Speech Clinicians, Occupational Therapists, Physical Therapists, etc. will schedule their sessions with students during this time to the greatest degree possible. Collaboration with regular education and special education teachers will be important when scheduling these sessions.

### **School Day Attendance**

All attendance will be recorded in Genesis. For the remote learning model, students must be present on the Zoom/Google Meet session to be marked as present. Students must be visible and present during the entire class period. Teachers will contact parents/guardians when attendance issues are a concern. If attendance concerns continue, teachers should contact the school counselor and then the school principal. Attending class/online sessions will count towards the student's participation grade.

### **Co-Teaching Classrooms and Instructional Aides**

Classes may have two staff members per classroom depending on circumstances. While one staff member is teaching the class, the other staff member can facilitate some of the following activities:

- Morning greeting: verbal or through the chat
- Sending messages to students in Google Classroom
- Review of classroom norms daily/schedule with students
- Read/remind students of weekly updates/reminders
- Use of the chat during instruction: to redirect students, refocus students
- praise/reinforcements, ask students questions
- Sharing slides for the teacher
- Record a read aloud to share with students
- Breakout sessions with students
- Type important vocabulary in the chat window as it arises
- Taking attendance
- Call or email parents
- Connect with students on remote instruction



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### **Assessments and Grading**

Common lesson plans will be developed by grade level teams and customized by teachers and co-teaching teams. Students will be expected to participate in lessons, complete assignments, and submit assessments on a daily basis during designated school days. Teachers will create lessons in Genesis that correlate to Curriculum Units and Standards found in Rubicon Atlas.

Students will be expected to participate in lessons, complete assignments, and submit assessments on a daily basis during designated school days. Any assigned work must be completed by the end of the day unless otherwise stated by the teacher. Incomplete or missing work will affect a student's grades.

Evaluation and assessment procedures will follow the district's grading policy. Students will earn grades each marking period. Assignments and grades will be posted in Genesis Gradebook in a timely manner in order to provide consistent feedback to students.

Students will be informed of expectations for behavior, work during class, completion of assignments and shall be kept informed of their progress during the course of the study. As a rule, grading should reward students for positive efforts and minimize failure and students should be encouraged to evaluate their own progress. Teachers will inform students of all grading criteria, grade weighting, and assignment weighting for work assigned during remote learning periods.

The district also will administer Benchmark Tests in ELA and Math or utilize other online assessment tools to support student learning and growth. A schedule will be created and distributed to the school community through the Supervisor of Curriculum & Instruction during any period of prolonged school closure. This data will help staff to learn the specific academic needs of the students.

Other educational programs will be available to students including Special Area classes (Music, Art, Physical Education, Spanish, Library, and Technology), Basic Skills services, ESL services, Gifted and Talented services, and enrichment opportunities.

### **Shrewsbury Borough Public School Online Programs & Resources**

The Shrewsbury Borough Public Schools website ([www.sbs-nj.org](http://www.sbs-nj.org)) has a variety of resources that staff and students can use to assist with the virtual/hybrid learning environment. These resources include tutorials under the Online Learning Information Tab.

### **Online Resources for Virtual Learning**

Below is a list of online programs that can be used in each subject area. Teachers have the opportunity to utilize more than just this list of items.



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## Technology for SBS Tiger Teachers

Name/Website	Name/Website
<p><a href="#">I-Ready</a> Math and ELA grades K-8. Diagnostics completed 3 times a year</p>	<p><a href="#">Vocabulary A-Z</a> Vocabulary building lesson premade or teacher-created for students in grades K through 5</p>
<p><a href="#">Atlas Rubicon</a> housed curriculum and lesson planning</p>	<p><a href="#">Go Noodle</a> Motivates student engagement with short interactive activities consisting of desk-side movement</p>
<p><a href="#">IXL</a> Math and ELA grades 1 through 8 Science and Social Studies grades 5 through 8</p>	<p><a href="#">Generation Genius</a> Videos paired with lesson plans, activities, quizzes and reading material for K through 8 science AND math standards</p>
<p><a href="#">Gizmos</a> Math and science virtual lab simulations for grades three through eight</p>	<p><a href="#">Kahoot</a> **Expires 9.29.22**</p>
<p><a href="#">Brainpop</a> Unlimited access to over one thousand standards-aligned topics to build background and deepen learning including SEL-themed topics. Includes BrainPOP, <a href="#">BrainPOP Jr.</a>, BrainPOP Español and Français</p>	<p><a href="#">Quizlet</a> Helps students study information through interactive tools and games. Plus version includes test mode and allows teachers to keep track of student progress.</p>
<p><a href="#">Starfall</a> Interactive website that focuses on PK-grade 3 early literacy and math skills</p>	<p><a href="#">Flocabulary</a> A learning program for all grades that uses educational hip-hop music to engage students and increase achievement across the curriculum</p>
<p><a href="#">Super Teacher Worksheets</a> Access to a variety of PK through 8 worksheets for all subject areas including</p>	<p><a href="#">Learning A-Z: RAZ Kids</a> A collection of fiction and nonfiction leveled texts from aa through Zz. To be</p>



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*holidays and special themes*

*used as a supplement to (**not to replace**) guided reading, Geodes, and independent reading.*

### **Special Services**

Shrewsbury Borough Public Schools will continue to meet all requirements set forth by the Individuals with Disabilities Act (IDEA). All classified students will be placed within the appropriate classroom setting based upon their IEPs. All components and related services outlined within the student's IEP will be provided, to the greatest extent possible. When learning remotely, students will engage in learning through various means/platforms including Google Classroom, Google Meet, Zoom, and Skype as appropriate. Additional educational support will be made available, per student need, by the classroom teacher.

Documentation of IEP mandated services will be noted by each individual service provider on a weekly basis. Student progress will be noted in Genesis in the form of participation grades, assignment/project completion, and test/quiz grades. Progress on the attainment of IEP goals and objectives will be noted within each IEP. All accommodations and modifications will be implemented by the classroom teacher and are noted in the curriculum as well as in teacher lesson plans. IEP meetings will be conducted via phone, on virtual platforms, or in-person with parental consent.

### **Technology**

The district has worked consistently to create a technological foundation that provides equal access to all technology to all staff and students. This ongoing work sets the procedures and protocols needed to eliminate any downtime to ensure success in a hybrid learning environment. The district has provided all students in Grades Pre-K through Grade 8 with their own device in school and these units can be taken home when necessary. Each device is assigned to a specific student and is to be used **ONLY** by the assigned student. Devices are never shared. All students in the district will bring their assigned devices back and forth from home to school to allow for equal technology accessibility both at school and in the home if necessary.

Students have access to a variety of software to use on their assigned computers. Our online learning environment is facilitated through the Google Suite for Education. Students can use the Google Suite to produce word processing documents, spreadsheets, and presentations via Google slides. Students may receive their lessons and class materials and communicate virtually with their class and teacher via Google Classroom. Online textbook programs including Benchmark Universe, Big Ideas, My HRW, and educational programs such as i-Ready are accessible to all staff and students. These resources are very important tools in supplementing and complementing curriculum content virtually.

All student devices are set up to automatically VPN into the district's next generation firewalls when used outside of the school network. When devices connect to the district's next generation firewalls via VPN the devices are protected exactly as they are when used on the district network. This ensures that all devices when used from home are kept safe from malware attacks, viruses, and inappropriate





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content. Devices also will be preinstalled with an antivirus software that ties into our next generation firewall to extend the power of the next generation firewall to the endpoints themselves and maintain a safe virtual environment for our students.

Students have access to a district assigned and monitored email account that can be used to contact their teacher with any questions as well as provide assigned work. Students can keep track of their current grades and schedules via the Genesis Parent Portal.

The district utilizes Securly to simplify the login process to all student software and websites. The district has set the goal to make sure all students in the district will have internet access at home. The district will determine if any students do not have internet access at home and assist families with acquiring free or low cost broadband so that students can access the virtual, remote instructional day. If needed, the district will work with both Comcast and T-Mobile or other providers to ensure internet access for these students. Based upon ongoing communication with families as well as monitoring online work, the schools will monitor students' access to the internet during the school year.

Parents will have the same access to school-based technology as students, including the Google Suite for Education, Google Classroom, online textbooks, and other educational software. Similar to the student devices, staff laptops come preinstalled with the next generation firewall's antivirus software and automatically VPN when they are outside of the district's network to ensure they are always protected and kept safe. Administration and the technology team have access to Securly as a means to keep students safe while online and to monitor students activity. In order for teachers to maintain live and interactive communication with their students remotely, they have access to Zoom and Google Meet and can set up sessions for students to remotely take part in in-person classes remotely.

All Teachers have SMART Boards and Epson BrightLink interactive displays installed in their classrooms. These can be used as a main presentation point for the classroom. Teachers can mirror and remotely control their computer on the interactive display. The teacher has the option to start a virtual session on their computer and share their desktop screen with Zoom or Google Meet session in order for both the students in the classroom (via the SMART panel) and students at home (via the Zoom/Google Meet session) to see exactly the same thing. Teachers can also utilize digital tools to create, annotate, and edit videos of themselves using their computer's integrated camera or of their desktop screen that can be uploaded to Google Classroom for students to watch and refer back to at any time.

The district has two Teacher Technology Coaches to assist our faculty and staff during any period of prolonged closure. The Tech Coaches work with the teachers to implement technology into their lessons, provide training and act as the first line of support for all technology related issues for both staff and students. The district Network Technician and Technology Coordinator maintain all back-end technology, network security, device repairs, staff and student accounts, and act as a second line of support for all staff and student technology related issues. Remote tools such as Chrome Remote Desktop and System Center Configuration Manager are used to help troubleshoot staff and student technology related issues from home. The district maintains a set of loaner staff and student devices in the event a student or staff device is broken a loaner can be provided as soon as possible to keep



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downtime down to a minimum. The district maintains support contracts on all devices so when damaged, the devices can be sent out for repair as soon as they are collected.

### **Student Participation**

Teachers, Child Study Team members, School Nurses, and School Counselors will monitor student participation daily during the execution of the Remote Instruction Plan. If a student does not submit on a specific day and no other student contact is observed, teachers and/or school officials call home. If after a couple of days, the parents do not respond to the school's contacts, a wellness check is performed by the Shrewsbury Borough Police Department or the Division of Child Protection and Permanency (DCPP). \*

### **ESL Services**

ESL/ELL students are placed in classrooms with teachers that are sheltered instruction trained or in co-teaching classrooms for focused attention and instruction. ESL teachers may deliver a combination of push-in and pull-out Zoom or Google Meets sessions. During pull-out learning sessions, ESL teachers may offer small group instruction as well as one-on-one sessions with students. Instruction and communication will be continuous and ongoing through Zoom, Google Meets, phone calls, emails, and in-person meetings when appropriate. Translation services will be provided.

The district will utilize PLC time to train administrators, teachers, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students who are affected by forced migration from their home country. As the district identifies needs for students with limited or interrupted formal education, the RTI Team will meet to determine the needs of each student and to develop culturally responsive, specific interventions and services for that student.

### **Part III- Provisions for Special Education and Related Services for Students with Disabilities**

Due to logistics as well as current laws/code, Shrewsbury Borough Public School will track and account for each related service missed through the examination of student schedules and provide for compensatory services to the greatest degree possible. In an effort to provide immediate related services for students in real time, the Special Services Department has developed a plan in order to begin teletherapy during the use of the Remote Instruction Plan. The Supervisor of Special Services will have staff assess students for progress, track and account for the time and services missed if teletherapy is not utilized, and then determine compensatory services.

In addition, the Special Services Department will check on each out-of-district placement student to ensure an educational plan has been provided for them.

Case managers will conduct meetings with parents via Zoom and Google Meets. Communication with parents and educational staff is ongoing through Zoom, Google Meets, phone, email, and in-person when appropriate.

### **Part IV- Provisions for School Nutrition Benefits or Services of Eligible Students**



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Food service operations are managed by the district and lunches are provided by RBRHS as a satellite service. Ms. Lindsey Case, the School Business Administrator, is the district's liaison to RBRHS and Mrs Annie Shea is in charge of daily operations. If meal delivery or pick up is utilized for eligible students, Mrs. Shea will oversee the process and ensure that appropriate social distancing and safety measures are implemented. Meals will be provided on a multi-day basis to avoid return trips to the school. Students will also be provided with information to access meals during the week and through weekends with local vendors as needed. Meals can be provided seven days a week based upon need. Additional information will be provided to families and students as needed.

School	Address	Contact
Shrewsbury Borough School	20 Obre Place Shrewsbury, NJ 07702	Lindsey Case- 732-747-0882 <a href="mailto:casel@sbs-nj.org">casel@sbs-nj.org</a> Annie Shea-732-747-0882 ext.105 <a href="mailto:sheaa@sbs-nj.org">sheaa@sbs-nj.org</a>

\*This plan will be revised and adjusted as needed.\*

### Important Contacts

If any parents or guardians have any special education program questions, please contact Dr. Roseanne Ansell, Special Services Supervisor, at [ansella@sbs-nj.org](mailto:ansella@sbs-nj.org).

If any parents or guardians have any questions regarding ESL or Basic Skills services, please contact Ms. Cheryl Salway, Director of Curriculum and Instruction, at [salwayc@sbs-nj.org.org](mailto:salwayc@sbs-nj.org.org).

If a parent should have any questions regarding the school schedule or technology, please contact the school Superintendent/Principal, Shrewsbury Borough School, Mr. Brent A. MacConnell at [macconnellb@sbs-nj.org](mailto:macconnellb@sbs-nj.org).

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Shrewsbury Board of Education Approval: July 11, 2023