

BUTLER SCHOOL DISTRICT



Virtual/Remote Instruction Program

2023-2024

38 Bartholdi Avenue

Butler, NJ 07405

IT TAKES MORE TO BE A BULLDOG

#smalltownbigheart

Board of Education Approved - August 24, 2023



BUTLER'S DISTANCE VIRTUAL LEARNING AT A GLANCE



CONTINUITY OF INSTRUCTION

- Fixed Daily Schedules
- Teachers will teach from their classrooms using new Teacher Stations to enhance student learning and engagement
- Daily Attendance will be taken and tracked
- Google Classroom, Google Meet, Zoom, and Nearpod Platforms
- Scheduled Services and Interventions in the afternoons
- Academic Assistance and Teacher Office Hours Scheduled weekly

SOCIAL AND EMOTIONAL SUPPORT

- Counselors will meet with students virtually in individual and in group sessions
- Weekly newsletters to students, staff, and community focused on social and emotional well being and strategies for mindfulness
- Ongoing work to host one lesson a month for all students to attend focused on mindful practices and self-regulatory strategies
- Weekly academic progress monitoring and support

FACILITIES

- Preventative Maintenance Plan started
- Continued cleaning and sanitation for areas with individual instructional and/or counseling appointments
- Cleaning and sanitation of teacher work stations daily

CO- AND EXTRA-

CURRICULAR

- Hosting of virtual clubs and co-curricular activity meetings
- Weekly communications from AD to update schedule and events for our students, staff and learning community
- Creative means to host events - livestreaming, virtual, etc.
- Proactive planning for yearbook, prom, senior events



Introduction

This document outlines the protocols that will be implemented to ensure continuity of instruction in the event of a school district closure for reasons outlined below. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

The plan contained herein would be implemented during a closure lasting more than three (3) consecutive school days due to a declared state of emergency (such as we experienced during Superstorm Sandy), a declared public health emergency (such as we experienced during the COVID pandemic), or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

The Butler School District has prepared this plan following guidance from the NJ Department of Education, and it addresses these key areas:

- I. Equitable Access and Opportunity to Instruction
- II. Addressing Special Education Needs
- III. Addressing Multilingual Learner (ML) Plan Needs
- IV. Attendance Plan
- V. Safe Delivery of Meals
- VI. Facilities Plan
- VII. Other Considerations

I. Equitable Access and Opportunity to Instruction

The plan outlines how virtual or remote instruction will be provided to students within our community. The district has a 1:1 Chromebook Program in place for students in grades K-12. In addition, the Butler School District has worked to acquire 50 WiFi HotSpots which are supplied to members of our learning community who do not have access to the internet within their living situation. These are distributed through our Free and Reduced Lunch population first, and then on an as-needed basis. The school principals track this information in our student information database.

II. Addressing Special Education Needs

The regular school program will continue to the greatest extent possible. The elementary, middle, and high school instructional day will proceed as follows in the event of virtual instruction:

*All Schools will operate as such:
8:00 a.m. to 12:25 pm. - Classroom Instruction
12:25 - 1:00 pm - Lunch/Movement Breaks
1:00 - 2:45 - Related Arts and Academic Assistance - Related Services*

In addition, related services will be scheduled within 1:1 settings to the extent possible so as to continue to provide these vital in-person services to our population.

Special education students will have little to no interruption of their instructional program. Paraprofessionals will coordinate with classroom staff to individualize instruction which will then be monitored by the classroom teacher. Accelerated learning opportunities will continue to the greatest extent possible.

Implementation, Monitoring and assessing IEP's: CST will continue to work on documents collaboratively, with input from stakeholders. Annual Reviews will take place on schedule in a virtually format via Zoom/Google Meet or over the phone. All IEP team members will sign off via IEP Directs Collaborative Portal.

Evaluations in Progress: Evaluations have begun to take place in person during Summer 3020.

Referrals: District will continue to take CST referrals via signed letter over email.

Progress Reports: Teachers and case managers will complete as we do now (electronically). Teachers fill in indicators with information from virtual settings and classroom settings.

Case managers have been conferencing with families on a regular basis to ensure services are implemented in accordance with their IEP.

Students Placed Out of District

- Each case manager will serve as the family contact. Case Managers are checking in on a regular basis with families.
- Families will be reminded to alert the case manager should the family elect not to send the child to school.
- Case managers will request from each OOD school a list of missed services that may need recoupment.

Preschool Program (Half Day)

- Specialized instruction or skill/content maintenance to include accommodations and modifications within Google Classroom.
- Students can use ABC Mouse and Touch Math for individualized learning programs.

Preschool/MD (Full Day Program)

- BCBA and RBT have scheduled times with families to continue ABA instruction.
- Teachers will be hosting daily socialization time for continued work on IEP goals.
- Programs will be sent home to parents and staff will be available to monitor

Elementary/Middle/High School ICR, ICS, MD, Resource:

- Co-teaching pairs will work together to design specialized instruction or skill/content maintenance to include accommodations and modifications within Google Classroom.

- Co-teaching pairs will utilize virtual formative and summative assessment methods to track student progress and develop accurate reporting for student goals.
- Suggested Elementary Programs - Raz Kids, Spell City, Go Noodle Videos, Reading A-Z
- Google Slides lessons where students 'comment' their responses
- Khan Academy review videos
- NJSLA test prep
- Flipgrid
- Touch Math
- For students with functional programs - video modeling of daily living skills and life skills.

Related Services:

- Speech - Sessions will be conducted in person on an appointment basis with safety protocols in place. Virtual sessions will take place via Doxy.me to ensure HIPAA compliance.
- OT - Sessions will be conducted in person on an appointment basis with safety protocols in place. Virtual sessions will take place via Doxy.me to ensure HIPAA compliance.
- PT - Sessions will be conducted in person on an appointment basis with safety protocols in place. Virtual sessions will take place via Doxy.me to ensure HIPAA compliance. .
- ABA Therapy - Our behavioral staff will conduct sessions in a virtual format. Sessions will be conducted in person on an appointment basis with safety protocols in place. Virtual sessions will take place via Doxy.me to ensure HIPAA compliance.
- Teacher of the Deaf Services will be delivered in a virtual format. Services have been in place since the close of traditional school.
- Paraprofessionals/Aides - will be assigned to assist students.
- Home therapies will continue without interruption pending communication with families. All has switch to a virtual therapy format.

Gifted and Talented/STEAM:

- Weekly STE(A)M programming continuing within our Renzuli Whole School Enrichment program in grades K-4
- Weekly STE(A)M lessons with our GT students in grades K-8
- Continued honors and AP coursework at grades 9-12

III. Addressing Multilingual Learner (ML) Plan Needs

Multilingual Learners will have uninterrupted instruction at the middle and high school during virtual instruction. Elementary ML students will engage with their ESL teacher, though the schedule may be different than during regular in-person instruction.

- All students in grades K-12 have been provided a District Device to continue our 1:1 initiative. Students in grades K-2 have been offered devices as available, share with a sibling, or packets are picked up from school/delivered home.
 - Our teachers are using Learning A-Z, RAZ Kids, ESL Brainpop, Flipgrid, Readworks, Nearpod, Schoolwide, and other apps to meet learner gaps.
 - All ESL teachers have Google Classrooms for their students, working on assignments that cover all of the four domains.
 - All ESL teachers are in the Google Classrooms of content area teachers to be able to see the lessons delivered and make modifications. Teachers have "push-in" days where they work with those lessons and assist students providing models and further explanations of lessons.
 - Our technology supervisor continues to hold technology workshops and conferences with all our teachers to assist them with remote learning and offer ideas to enhance learning.
 - Distance Learning Professional Development was held to assist teachers with re-examining practices to meet the needs of MLs during distance learning - sharing a variety of best practices and strategies.
 - The ESL Supervisor and Principals are monitoring on a weekly basis all students who do not turn in work. These families are called by teachers and administrators to ensure they are receiving the work and checking in to determine areas of concern.
 - All teachers have been modifying work for a remote learning environment and reducing the amount of time for lessons in order not to overwhelm students.
 - A rubric has been created to grade students on accuracy, completion, and timeliness, ensuring that no student can receive lower than a 65 for a marking period grade at the secondary level.
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IV. Attendance Plan

Attendance is taken at the beginning of each period at the middle and high school level. Students must log in to each class period on time and have their computer cameras on in order for the student to be marked as "present". Elementary students must log in at the beginning of the school day and will remain logged in to class until the lunch break. Students must have their computer cameras on in order for the student to be marked as "present". After lunch, students must log in again and adhere to the same protocols described above.

The district attendance policy will be followed. Parents will be notified if a student is marked absence without a parent notification of said absence in *Genesis*. If necessary, one of the School Resource Officers may be sent to the home for a Wellness Check.

VIII. Safe Delivery of Meals

In the event of a district closure, the Free and Reduced Meal program continues within the Butler School District. The distribution of school meals for approved students will be daily between 11:00 a.m. and noon and will take place through the Butler High School Cafeteria. Delivery can be arranged for families who are unable to get to either high school.

IX. Facilities Plan

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. Should health conditions warrant, a rotating skeleton crew will be deployed. In addition to all existing established cleaning procedures, the school custodial staff will implement a deep clean of the school building, including classrooms, restroom facilities, gymnasium locker rooms, and cafeterias.

In the event of district closure, all vehicles involved in the transportation of students will be cleaned and disinfected daily using a combination of sanitizing wipes and Atomizing Disinfectant Sprayers by our service providers using protocols outlined for them by the CDC and/or the Department of Health.

In summation the Butler School District will follow all recommendations outlined in numerous Government publications and advisories which are already established and will adjust procedures and policies accordingly as new advisories are released and updated.

- Custodial and Maintenance workers will operate on reduced schedules focused on preventative maintenance
 - PPE and Hazard Suits have been purchased for all staff members for use within the building
 - Superintendent, Business Administrator, and Director of Buildings and Grounds are in district daily to check on all facilities
 - The Butler School District has purchased the following to prepare for proper maintenance of our facilities:
 - Electrostatic Cleaning Guns: 2 per school
 - Foggers in each building for monthly large-space disinfecting
 - Installation of HEPA filters for heating/ventilation systems within the district
 - Use of antimicrobial floor treatments/wax in each school building
 - Established daily, weekly, and monthly cleaning protocols for staff based on feedback from OSHA and CDC to address buildings and playgrounds
 - Checklists and sign-offs for accountability
 - Establish fixed entry and exit points for each building to monitor staff entrance/exit
 - Maintain all hand sanitizing stations in all school buildings and encourage students and staff to utilize them frequently
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X. Social and emotional health of staff and students

Students grades K-12 will continue to learn via their Chromebooks and Google Classroom. Preschool will have more developmentally appropriate learning opportunities which will be made available. Our school counselors, case managers and student assistance counselors will be available to address any student or parent concerns during this time frame. Please do not hesitate to reach out with any questions or concerns. We will continue to offer support to our students as much as we can throughout this challenging time period. Listed below is important information for parent(s)/guardian(s) to refer to:

Contacting our staff: School counselors and case managers will be available during school hours via email Monday - Friday, for students and parents to contact them with any requests or questions.

BHS Counselors:

Sue Maurer - smaurer@butlerboe.org

Lisa Urbina - lurbina@butlerboe.org

Theresa Sansone - tsansone@butlerboe.org

RBS Counselor

Joseph Fischer - jfischer@butlerboe.org

ADS School Counselor

Julia Placko - jplacko@butlerboe.org

Student Assistance Counselors

BHS - Victoria Szabo - vszabo@butlerboe.org

ADS & RBS - Emma Tagariello - etagliariello@butlerboe.org

BHS Case Managers

Margaret Milne - mmilne@butlerboe.org

Patrick Keane pkeane@butlerboe.org

Guidance Administrative Assistant

Barbi Gnecco - bgnecco@butlerboe.org

RBS Case Manager

Karen Stern- ksfern@butlerboe.org

ADS Case Manager

Jeni Kertesz - jkertesz@butlerboe.org

If at any point you need to contact administration, please contact the following:

BHS Principal - Rory Fitzgerald - rfitzgerald@butlerboe.org

BHS Assistant Principal - Michael Tobin - mtobin@butlerboe.org

RBS Principal - Michelle Papa - mpapa@butlerboe.org

ADS Principal - James Manco - jmanco@butlerboe.org

Director of Student Services - Dr. Jason Marx - jmarx@butlerboe.org

Home Instruction:

Students on home instruction should follow the assignments and work in their regular classrooms using google classroom.

**In the event of an emergency - Please
call 911**

Please see the information below for additional Counseling Resources throughout the state if needed.

Counseling Resources

Crisis Intervention Services

Chilton Memorial Hospital 973-831-5078

Morristown Medical Center 973-540-0100

Saint Clare's Hospital 973-625-0280

Newton Memorial Medical Center 973-383-2121

St. Joseph's Medical Center 973-754-2000

PerformCare 1-877-652-7624

Mental Health

Wayne Psychological Group LLC
45 Carey Ave, Suite 204
973-527-4411

Tri County Behavioral Health
Denville and Sparta
973-691-3030

Diane Uhler
19 Cutlass Road
Kinnelon, New Jersey 07405
(973) 750-9783

Wayne Behavioral Service
973-790-9222
(counseling and psychiatry)

Parent Train
Pompton Plains, NJ
973-588-4486

Counseling Center at Fairlawn
16-01 Broadway
Fairlawn, NJ 07410
201-797-0001

West Bergen Mental Healthcare
201-485-7172
Ridgewood, NJ
(counseling and LGBTQ services)

Strength for Change
Wayne, NJ
973-770-7600

Cairn Psychotherapy Group
25BHanover Road
Florham Park, NJ
973-295-6729

Care Plus Anger Management,
Social Skills, Freedom From Anxiety, ALLIES

Shannon Foster
45 Carey Ave, Suite 107
973-248-5896
Family Psychiatry of North Jersey
201-580-2524
Paramus

ADHD, Mood and Behavior Center
Cedar Knolls
973-605-5000

Dr. Nafeesa Siddiqui
510 Hamburg Tpke, Suite E106
Wayne
973-904-3161

Dave Glaser, LCSW, NRNP
Individual, Couple, Family, Group
Oakland
201-337-9165
Ravinder Bhalla
Ridgewood
201-652-4999

Care Plus NJ, Inc.
Paramus
201-986-5000
(individual, family, group available)

Anthony Polizzio, LCADC
Belleville
973-450-3100

Reina Rivas, LCSW, LCADC – Spanish Speaking
Verona
973-986-2193

Eclectic Counseling Services
287 Boulevard, Pompton Plains
973-835-0740

PerformCare
877-652-7624

Jersey City Medical Center
Child and Adolescent Outpatient:
(individual, family, group) 201-915-2272
Challenge Program: 201-915-2285
Edward G. Lambro
Pompton Plains
973-345-8410

Comprehensive Behavioral Healthcare, Inc
(Intensive Therapeutic After-School Program)
Hackensack
201-646-0195

St. Clare's Behavioral Health Services
Central Access Helpline
1-888-626-2111

New Bridge Services
973-316-9333
Cornerstone Family Programs
Morristown
973-538-5260

Joel Levine, LCSW, LPC, LCADC, LMFT
Marriage, Family, Addiction Therapy
Verona
973-875-3022

Family Intervention Services
986-586-5243
www.fisnj.org

Morristown Medical Center/Atlantic Health
Services: Psychiatry
1-888-247-1400
www.atlantichealth.org

Psychological & Educational Consulting
9 North Beverwyck Rd
Lake Hiawatha, NJ 07034
973-400-8371

Substance Abuse

New Pathways
321 Changebridge Road
Pinebrook, NJ 07058
201-436-1022

Daytop Adolescent Substance Abuse
320 W Hanover Avenue
Parsippany, NJ 07054
973-539-5764

High Focus
1259 Route 46 East
Parsippany
(800) 877-9919

Strength for Change
2035 Hamburg Turnpike, Suite-G
Wayne, NJ 07470
973-770-7600

Ascend Treatment Center
100 Enterprise Drive Suite 301
Rockaway, NJ 07866

Psychiatry

Wayne Behavioral Service
973-790-9222

Bright Side Psychiatry
608 Sherwood Parkway
Suite 106
Mountainside, New Jersey 07092
(908) 258-6534

Dr. Colon
732-469-7656

NBAR Psychiatry
12-15 Broadway, Suite 2A
Fair Lawn, New Jersey 07410
(551) 227-2305

M&S
Clifton, NJ
973-341-9869
Medicaid Provider

Cooperative Counseling
908-731-7099 x 313
Medicaid Provider

Community Resources, Hotlines & Websites

Community Resources

Butler Police Department
973-838-4100
<http://www.butlerborough.com/Cit-e-Access/webpage.cfm?TID=19&TPID=15645>

Butler Health Department
973-838-7200
<http://www.butlerborough.com/>

Bloomingtondale Police Department
973-838-0158

Morris County Human Services Department
1 Medical Drive
Morris Plains, NJ

Morris County Office of Temporary Assistance
340 W Hanover Ave
Morristown, NJ

Passaic County Human Services
401 Grand St #417
Paterson, NJ

County of Passaic Board of Social Services
1237 Ringwood Ave
Haskell, NJ

Food Pantries

Butler United Methodist-Loaves and Fishes Food Pantry
973-838-2026

Church of the Nazarene
973-838-1027

Bloomington United Methodist Church
973-838-2026

St. Mary's Food Pantry
Pompton Lakes, NJ
973-831-4442

Important Numbers

Addiction Hotline of New Jersey
800-238-2333

Alcoholics Anonymous
800-245-1377
Al-Anon/Ala Teen - families/friends
973-744-8686

Parents Anonymous/Family Helpline
800-843-5437

Psychiatric Intervention Screening
201-262-HELP
Rape Crisis Hotline - 24 hour hotline
201-487-2227

Center for Alcohol & Drug Resources
201-488-8680

Nar-Anon Families & Friends of Addicts
732-591-1827

Narcotics Anonymous of NJ
800-992-0401

National Suicide Prevention Hotline
800-273-TALK

National Runaway Switchboard
800 RUNAWAY

National Youth Crisis Hotline
800-442-4673

Safe Haven for Infants Hotline
877-839-2339

Second Floor Youth Helpline
888-222-2228

Jersey Battered Women's Service
973-267-7520

NJ Domestic Violence Hotline
800-572-7233

NJ Child Abuse Hotline
800-792-8610

First Call for Help (connect & get answers)
2-1-1

Important Websites

National Council on Alcoholism & Drug
Dependence
www.ncaddnj.org

National Institute on Alcohol Abuse &
Alcoholism
www.niaaa.nih.gov

New Jersey Prevention Network
www.njpn.org

Drug Free New Jersey
www.drugfreenj.org

Morris County Prevention Is Key
www.mcpik.org

New Jersey Quit Net
www.nj.quitnet.com

Willow Tree Center
www.willowtree.org
Morris County
www.co.morris.nj.us

Teens - Freevibe

Young Teens- The Cool Spot
www.thecoolspot.gov

Parents - The Anti-Drug
www.theantidrug.com

Family Guide
www.family.samhsa.gov

Northern NJ SAFE KIDS
www.preventionworks-nj.org

New Bridge Services
www.newbridge.org

40 Developmental Assets
www.search-institute.org

Youth Empowerment Alliance
www.uwmorris.org

Find Treatment
www.findtreatment.samhsa.gov

NJ Al-Anon/Ala-teen

XI. Other Considerations

- **Title I Extended Learning Programs**
- **21st Century Community Learning Center Programs**
- **Credit recovery**
- **Other extended student learning opportunities**
- **Extra-curricular programs**
- **Childcare**
- **Community programming**
- **Assessment of Growth**

In keeping with the district's practice during a closure for inclement weather, there will not be Before- or After-Care programs held during a health-related closure.

Title I Extended Learning - All students who are identified for RTI will be scheduled for interventions as follows:

- RTI Tier 1 - Push-In to classes
- RTI Tier 2 - Small Group during Academic Assistance
- RTI Tier 3 - Individual during Academic Assistance

Extracurricular programs will be postponed and outside community groups will not be permitted in the school facilities.

The district does not provide credit recovery for students.

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

Assessments of Growth and a plan for addressing learning loss:

- Expand our efforts in data collection in order to set foundational starting points for all students:
 - STAR360 K-8
 - Longitudinal Standardized Test Scores
 - Teacher Created Benchmark Assessments at 9-12

- Schoolwide Running Records
- Solidify a testing plan to assess students' progress towards completing our standards based curricula
- Work with our interventionists in order to establish individualized learning plans for identified students in need
- Evaluate school level schedules to ensure implementation of proper remediation/intervention times and personnel
- Establish a staff Professional Development Plan to provide training focused on working within differentiated, individualized instruction
 - Continued tech-integration and blended learning efforts
 - Make use of PD days
 - PD Academy throughout the year
 - Focused newsletters on staff support
 - Which PD efforts can be done online/virtually/screencasted
 - Frontline Online PD Module for individualized, small group, and whole group virtual PD based on need and data
- Continue curriculum revision efforts focused on standards alignment, assessment practices, and authentic learning tasks to support efforts to remediate and advance student skills
- Establish Academic Assistance Times in each building to support student's academic, social, and emotional needs
- Establish a process to maintain distance learning efforts in the instance there is a need for larger home-instruction efforts due to social/emotional needs and/or health/well-being needs

ESSENTIAL PERSONNEL IN DISTRICT DURING CLOSURE

Daily

- Dr. Daniel R. Johnson - Superintendent
 - Daily facility check in
 - Municipal meetings as scheduled
 - District Business
 - Budget Preparation
 - Curriculum Planning
 - Strategic Planning
 - Support for leadership team and staff
 - Community communication
- Ms. Pamela Vargas- Business Administrator
 - Daily facility check in coordination with superintendent
 - Mail
 - Budget
 - Payroll
 - Bills payable and Receivable
- Mr. Joe Scaparro - Director of Buildings and Grounds

- Coordination of Building Cleaning/Disinfecting Efforts

Intermittent Attendance as Needed:

- Weekly Business Office Personnel (2 individuals) to assist with bills, mail, payroll, etc.
 - Central Office will be cleaned daily in an effort to protect anyone who comes in
 - Secretarial staff have also been given laptops with Systems 3000 installed to work remotely
- Custodial and Maintenance - in buildings starting March 23, 2020 on A/B week schedule

Available Remotely on a Daily Basis

The following individuals are available via email daily. All voice mail will be forwarded to emails through our IP Phone system

- Dr. Jason Marx - Director of Student Services -
- Mr. Rory Fitzgerald - Butler High School Principal
- Mrs. Michelle Papa - Richard Butler Middle School Principal
- Mr. James Manco - Aaron Decker Elementary School Principal
- Mr. Michael Tobin - Butler High School Assistant Principal
- Mr. Ryan Smetana - District Data Coordinator
- Ms. Margaret Lynch - STEAM Supervisor
- Mrs. Suzanne Greco - Humanities Supervisor
- Mr. Michael Cronin - Tech Coordinator
- Mr. Derek Hall - Athletics and Activities Director