Bronx Global Learning Institute for Girls (BGLIG) Emergency Remote Instruction Plan

Following an amendment to the Commissioner's Regulation, Section 155.17, the Bronx Global Learning Institute for Girls has created an Emergency Remote Instructional Plan for the 2026-27 school year. This plan will be implemented if the school needs to close due to severe weather, heating facility malfunctions, inadequate water supply, damage to school buildings, or outbreaks of communicable diseases. Below, we outline the measures to take if an emergency occurs on a previously scheduled school day and requires a shift to remote instruction.

Bronx Global Learning Institute for Girls (BGLIG) has established policies and procedures to ensure all students have access to computing devices for synchronous instruction during emergency remote learning. The school conducts an annual Student Digital Resources survey to assess students' technology needs and maintains an inventory of Chromebooks, iPads, and other necessary devices. These devices are distributed to students before or immediately following an emergency closure, with pick-up locations and schedules communicated through multiple channels, including DeansList, email, the school website, and phone calls. Delivery options are available for families unable to retrieve devices. IT support is accessible remotely, and loaner devices are available in case of malfunction to support ongoing functionality. If students cannot access digital devices, they will receive printed instructional packets, and teachers provide instructional support through phone-based check-ins.

Staff members must follow a structured instructional schedule, prioritizing synchronous instruction. The school day begins with an all-school Morning Meeting at 8:00 AM, followed by synchronous instruction from 9:00 AM to 2:30 PM, incorporating a 60-minute lunch and two preparation periods. A staff meeting occurs from 2:30 PM to 3:00 PM, with additional preparation time from 3:00 PM to 4:30 PM. Teachers are responsible for sharing the schedule with families via DeansList, ensuring students and parents know their expectations. Attendance is taken by 9:15 AM, with reports sent out by 10:15 AM. K-2 teachers submit attendance by 10:00 AM. Students in grades 3-5 remain in homerooms for instruction, with Specials teachers joining via the homeroom link. In grades 6-8, students transition between class Zoom links. A five-minute transition period between classes allows students a brief mental break. Teachers

assign Specials teachers as co-hosts for classroom management, and ELL and SPED staff provide services through breakout rooms.

For students who cannot access remote instruction via digital technology, BGLIG ensures learning continuity through alternative methods. These students receive printed instructional materials, workbooks, and textbooks; assignments are mailed and returned for teacher feedback. In addition, teachers provide regular phone-based instructional support to provide guidance and answer questions.

Special Education and related services are provided remotely in accordance with students' Individualized Education Programs (IEPs) to ensure the continued provision of a Free, Appropriate Public Education (FAPE). Special Education teachers and service providers offer virtual support sessions through videoconferencing, and accommodations outlined in IEPs are maintained. Weekly check-ins with teachers, service providers, and families help monitor student progress. Speech therapy, occupational therapy, and counseling services occur remotely to ensure students receive the necessary support.

BGLIG claims 5.5 instructional hours per emergency remote learning day to meet state aid requirements, including synchronous and asynchronous instruction. Attendance is tracked through daily login records, staff-managed attendance taking, and participation in assigned work to confirm student engagement. These policies and procedures ensure that emergency remote learning at BGLIG maintains educational continuity, equity, and compliance with state regulations.