

What Will Instruction Look Like During the Restart Of School?

Virtual Instruction Phase 1

- As outlined in the DOE-approved Restart of Schools Plan, all virtual instruction will be synchronous, following the Early Dismissal Schedule. Synchronous instruction allows for real-time, interactive learning. The emphasis will be on collaboration and two-way communication mirroring traditional classroom instruction as closely as possible.
- The schedules for both students and teachers will be based on the assigned OnCourse schedule of classes. The schedules include a lunch period, passing time between classes, and a teacher planning period at the Middle School and High School. The elementary schedule includes special (teacher planning) and lunch periods; teachers at this level should plan on brief “brain breaks”. Teacher duty periods at the Middle School and High School will be defined by the administration of each building.
- **Both students and teachers are expected to be live in either Google Meet or WebEx during the entire class period as defined by the Early Dismissal Schedule.**
- During the live synchronous instruction teachers must have their camera on so that students will be able to see you. If you will be providing direct instruction during Office Hours, this applies then too. Virtual backdrops are available in both WebEx and Google Meet; if you are working from home, you may want to consider using that tool so that students do not have a view into your home surroundings.
- See below for links to resources for professional development information related to virtual instruction. Look for emails with updates and additional resources, including recordings of the Summer Learning Series professional development provided to teachers through Sayreville University this summer. These resources will also be found on the District website.
- Attendance will be recorded for each class and students must remain present during the entire class period.
- Details about the specific structure of the synchronous lessons will be forthcoming and may vary depending on grade level and subject area. Teachers will be expected to follow the district’s curriculum and use only the district-approved resources. Teachers should plan for interaction and the sharing of ideas in a way that maintains the rhythm of the in-person classroom setting.
- **Teachers will also have scheduled office hours daily for the last hour of the contracted school day.** This time is designed for teachers to meet with small groups or individual students to provide targeted instruction and support, as well as meet with students and/or parents as needed. A log of parent contacts and activities during office hours should be maintained. A contact log is now available in OnCourse under the Student Info tab.

Getting Started

1. Select either OnCourse or Google Classroom as your learning management system (LMS). OnCourse Classroom is encouraged for grades 6-12 due to its ability to interface with OnCourse Gradebook and the Parent Portal. When a student has multiple teachers, the use of OnCourse Classroom would limit the need for students and parents to jump between platforms.
2. Design your virtual classroom so that it provides clear direction and links for the students to access everything.
3. Decide which platform you are going to use to deliver your live instruction; the choices are either Google Meet or WebEx.
4. Virtual backdrops are available in both WebEx and Google Meet; if you are working from home, you may want to consider using that tool so that students do not have a view into your home surroundings.
5. On September 1 and/or 2, send out information with the link to your OnCourse or Google Classroom to all your students and/or parents. Ask students to try them out before Thursday, September 3rd in order to ensure that they are able to logon for class on the first day of school. Please note that actual Webex or Google Meet links for the day of the class likely will not work in advance (settings dependent). There are test links in both platforms.
6. Establish a classroom management plan that includes norms, routines, and expectations about the way students should interact with you and others in this new learning environment. Just as you would post this in your in-person classroom, you should include it as part of your virtual classroom by posting it in your learning management system platform.

Professionalism

All staff is expected to maintain a level of professionalism in both dress and appearance while interacting with students. If you are teaching from home you should setup a dedicated workspace that is quiet and away from distractions. Family members and pets should not be present or heard in the background. During live instruction or Office Hours.

Student Expectations

Students are expected to log into each class on time and participate during the entire class period. They should not be on a phone, or engaged in other activities which would be unacceptable in an in-person setting.

Students are not required to have their cameras turned on. They can be encouraged, however, to use a picture so they are recognizable to others.

Approved Resources

The district is developing a list of approved online resources, as well as a list of those which are not permitted. If there are other programs, websites, etc. you would like to use, there will be a process to request review. These procedures will be shared very soon.

Homework and Assignments

Teachers may assign both homework and classwork. Since the time in live sessions will be limited, the time in front of the students should be prioritized for connection, discussion and interaction. Some learning should occur asynchronously, rather than in real time. Think about the learning experiences students need to prepare them for the interactive discussions you host in live sessions. These assignments to be completed outside of the live sessions might include readings, short videos or written tasks that leverage prior knowledge.

Please be mindful of the time it may take students to complete their unfinished or preparatory and their homework assignments. Several years ago, the BOE adopted a homework policy which restricts the length of homework assignments and the days on which homework may be assigned. Click here for the link to the [Homework Policy](#).

Assessments

Both formative and summative assessments will be administered virtually. Tests and quizzes may be timed in the way they are during in-person instruction, which is usually for the duration of the class period. A time limit cannot be imposed on individual questions on a test. All students with “extended time” modifications in their IEP or 504 will be granted additional time as prescribed.

Grading

There will be no modifications to the Grading Policy; the district will follow the BOE adopted grading policy which was in place prior to March 2020. Click here for a link to the [Grading Policy and Regulation](#). In addition, quarterly assessments will be scheduled in early November.

Lesson Plans

Teachers will be required to post weekly lesson plans which include Do Now, Objectives, Instructional Strategies and Activities, Assessments, Closure and Assignments in OnCourse. **In addition, weekly lesson plans must include the link to the OnCourse or Google Classroom learning management system. If using Google Classroom, teachers must include their building administration and immediate supervisor as a teacher.**

Paraprofessionals

Paraprofessionals assigned to a student as an **individual or shared paraprofessional** should enter the student's class or classes consistent with the student's daily schedule and remain for the class period.

Paraprofessionals assigned to a **self-contained program or resource program** teacher(s) should enter the teacher's class consistent with the teacher's daily schedule and remain for the class period.

Individual, shared, and program paraprofessionals will be required to participate remotely in whole class lessons and are required to work one to one and/or in small groups with students in breakout rooms, at teacher direction, to facilitate or reinforce teacher developed assignments. Google Meet and OnCourse trainings will be available on September 1st and September 2nd.

Paraprofessionals should be available and participate in teacher office hours at the end of each day. Teachers may ask the paraprofessional to work one to one and/or in small groups with students in breakout rooms during office hours.

Back to School Night

Back to School Night will be conducted virtually this year. All certificated staff will make a video which includes all the information typically shared with parents at an in person Back to School Night in addition to any important information related to virtual instruction. The details should be discussed with your principal or immediate supervisor. Be certain to include your Office Hours and contact information. The video should be about 10-15 minutes in length. Secondary teachers teaching more than one course, should prepare a video for each course they teach. All videos should be uploaded to your OnCourse or Google Classroom by 5:00 on Monday September 21.

Resources

Training Videos for Webex: [2020 Webex Training](#)

Webex Meetings Quick Start Guide for Teachers: [Webex Meeting Quick Start](#)

Guide Training Videos for Google Meet: [2020 Google Meet Training](#)