SOUTH AMBOY PUBLIC SCHOOLS

EDUCATE.EMPOWER.LEAD

DISTRICT VIRTUAL LEARNING PLAN

2022-2023

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BACKGROUND

The COVID-19 pandemic impacted every aspect of our lives. As we look to the future and plan for all scenarios during the school year, we must recognize and prepare for the ways the virus and necessary public health responses may impact the continuity of instruction.

The District Virtual Learning Plan provides administration, staff, and parents with the information necessary to ensure that our schools can pivot to virtual learning when emergency circumstances require the schools to close.

The plan presents guidance related to the following areas:

- Virtual Learning Implementation
- Continuity of Learning
- Curriculum, Instruction, and Assessment
- Staff Planning
- Technology & Connectivity
- Virtual Learning Instructions
- Special Education and Related Services
- Meals & Distribution

This District Virtual Learning Plan is an addendum to the district's Emergency Action Plan in case virtual learning is necessary due to long-term emergency circumstances.

Virtual Learning Implementation

Pursuant to NJSA 18A:7f-9, schools must be in session for 180 days to receive state aid. The statute requires that school facilities be provided for at least 180 days during the school year. Section (b) notes that where a district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public-health closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180 day requirement.

LEADERSHIP & PLANNING

Stakeholders Roles & Functions

<u>Board of Education</u>

- Works with the Superintendent to create and/or update district policies to facilitate and implement the District Safe Reopening Plan.

<u>Superintendent of Schools or Designee</u>

- Maintains authority over all pandemic, crisis management, and Safe Reopening & Virtual Learning Plans.
- Communicates with the media and the school community.
  - o Utilize School Messenger system, email, SMS, District website, and social media to keep the school community informed.
  - o Updates the District website page dedicated to [Pandemic (Coronavirus) Info & Preparedness & Re-Entry](#)
- Maintains protocol for personnel policies and working with BOE to update district policies
- Will promote student, staff, and administrative physical and mental well-being.
- Plans for cross-training for "core" and "essential" functions

<u>School Business Administrator</u>

- Monitors and maintains the following departments: Facilities (Buildings and Grounds), Technology, Transportation, and Food Services.
- Works with the supervisor/coordinator in each area to ensure proper planning for re-entry
- Plans, assesses, and allocates funding for the implementation of the District Safe Reopening Plan.

<u>Director of Curriculum and Instruction & Building Principals</u>

- Maintains academics and student learning.
- Instructional materials for each New Jersey Student Learning Standards are suggested to be made available and designed to support student learning for up to two weeks.
- Teaching staff members will be expected to continue to develop and deliver instruction and assessments.

<u>Teachers</u>
- Teaching staff members will be expected to continue to develop and deliver instruction and assessments.
- Utilize Teacher Pages, Zoom/Google Meet, and Google Classrooms to deliver necessary instruction.
- Communicate with students and parents on a consistent basis to foster student engagement
- Plan for and implement virtual learning as necessary
- Maintain the social distancing of students, health & safety classroom protocols

<u>Parents/Guardians</u>
- Ensure students are attending school, participating and engaged in virtual learning activities.
- Ensure student is completing assignments by the required deadlines
- Communicate with the classroom teacher consistently and serve as a partner to support the learning process
- Monitor and report any illness to the school nurse prior to sending the student to school

- Report any travel plans and return dates with the school nurse and principal
- Support the district's Code of Student Conduct and ensure student compliance

Facilities Supervisor

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of viral transmission in the school facilities with vigorous cleaning policies and practices which include, but are not limited to, on a daily basis:
- The facilities manager, with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.
- Ensure the district buses are clean and disinfected on a daily basis.

School Nurses

- Coordinate with the Director of Pupil Personnel Services to assure necessary medical supplies and assistance are available.
- Communicate, as necessary, with the Superintendent of Schools, the school physician, and the County and State health officials.
- Monitor both student and staff absences.
- Assist the district in training staff in health and safety protocols for re-entry.

Transportation Secretary

- Assures clean and sanitized buses and drivers that are free of illness.
- Secure plans to transport ill students, if necessary.

Food Service Manager

- Maintains the food service environment including serving stations, food storage areas, and food preparation areas.
- Cleaning and sanitizing of kitchen and all cafeteria tables
- Ensures servers are free from illness.
- Provides a contingency for the possible provision of food for free and reduced lunch students.

ESSENTIAL EMPLOYEES

Certain employees have been designated as Essential Staff for the South Amboy Public School district. The Essential Staff roles are critical to the continued operations of an effective school district. During school closure, essential employees ensure the continuity of services and the implementation of our Pandemic and Re-Entry Plans to its fullest extent. This includes, but not limited to: the administrative supervision of essential staff; the secretarial support maintaining the workflow at the board office and schools; the technology coordinator configuring Chromebooks for students and monitoring/maintaining the integrity of the district network; the food services staff ensuring the continuation of meal service to free & reduced lunch students; and, the custodial staff maintaining clean and sanitized work areas.

RESTART COMMITTEE

Name	Title/Stakeholder Group	Email
Dr. Frederick D. Williams	Superintendent	fwilliams@sapublicschools.com
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Judy Grover-Pitsios		

CONTINUITY OF LEARNING

During the 2020-21 school year, the district educated all students virtually during the beginning of the school year, as well as virtual students during the rest of the school year. The faculty and staff have become proficient in addressing the learning needs of students in a virtual environment, and can pivot at any time to virtual instruction, as necessary. All staff have the necessary technology to provide virtual instruction and the school community already has the understanding of the virtual learning demands.

Since September, 2021, students in grades 3 through 12 have been provided their own Chromebook device, allowing students to utilize technology in school and at home.

If a Virtual Learning day must be implemented the following will occur:

- School closure announcements will be made using all district communication mediums (School Messenger, District website, and District App)
- Teachers will pivot to virtual learning and post the link to their Google Meet classrooms available to all students via Google Classroom.
- **The daily schedule will be exactly the same as the regular in-person schedule for each school.** Students will be required to sign-on and participate in each virtual class in order to receive credit for attendance.
- All classwork will be posted in Google Classroom for easy retrieval.

 Unanticipated closures that do not allow the school to send home devices for Prek-2:

- In case of an unanticipated closure requiring students to remain home, Parents of students in grades Prek-2 will be able to pick-up devices at the school according to a pick-up schedule created by the school principal.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

During virtual learning instruction, teachers will follow the curriculum and pacing maps. Students on Virtual/Remote Instruction will follow the classroom instruction according to their regular schedule.

Virtual/Remote Learning Access

Assignments will be posted as normal using Google Classroom or under the Teacher Pages on the school's website. Students may use their login credentials to access their Gmail accounts. Communication, collaboration and dialogue will take place as normal via Google Classroom and/or through teacher email.

Assessment & Demonstrate Learning

How can students digitally demonstrate their learning?

- Students can submit a Google Doc, Slide, etc. through Google Classroom.
- Students can create a Google Site and insert evidence of learning.
- Students can record a Loom video to explain.

STAFF PLANNING GUIDE

EDUCATIONAL PLAN FOR VIRTUAL/REMOTE LEARNING

Goal of Experience: To provide students with the same level of instruction for students to continue to progress with their skills and knowledge.

Our virtual learning plan expands upon our existing practices to ensure continuity of instruction. Teachers and students will continue to utilize the Google-Suite for Education and other web-based tools designed to promote online communication and collaboration.

K-5 Teacher Expectations

a. Instruction should be provided daily to all students as if school was in session in person.
b. Teacher responsibilities to support students: Every staff member is responsible to support students assigned to them for the current school year.
    1. Check and respond to parent and student emails
    2. Provide feedback as appropriate to students
    3. Collaborate with other grade level and subject related teachers as needed for consistency and optimization.
c. A series of learning experiences need to be created for students by grade level. These experiences will be posted on the website, under teacher pages and they will be made available to students via a direct email from teachers to parents.
d. Upon return to school, plan for a celebration of learning to share their products, provide feedback, and enable students to receive feedback from peers

Middle and High School Teacher Expectations

a. Instruction should be provided daily to all students as if school was in session in person.
b. Materials are to be uploaded in Google Classroom and/or Teacher Page.
c. Provide feedback via Google Classroom, comments on Google Docs, and/or email.
d. Assess, so that students receive feedback and to preclude large assessments upon return.
e. Provide flexible due dates.
f. If a student is not submitting work, reach out to check in on them by contacting the parent.
g. Should students exceed the determined learning experiences, supplementary or extension projects should be posted for students. Learning materials should be posted and made available to families.

Virtual Learning Toolkit and Planning Support
That May Be Utilized During Remote Learning

How can students participate virtually?			
How can students access content?	**How can students check-in?**	**How can students and teachers collaborate?**	**How can students demonstrate learning?**
Google Classroom	Email	Google Classroom comments	Google Docs, Slides, Drawings
HyperDocs Template	Google Classroom comments/questions	Google Docs/Slides	Loom
Choice Board templates	Google Form	Padlet	Website
Loom	Flipgrid	Zoom & Google Meet	WeVideo

Accessing Content

- Assignments can be pushed out in Google Classroom. "Copies" can be made for students by selecting "make a copy for each student" when adding materials.
- "Complete" lessons (including engaging with students, content instruction, assessment, etc.) can be structured through a HyperDoc or Google Slides.
- You can talk students through materials or lessons by recording yourself and your screen with Loom.
- For K-8 Lessons, you may use Curriculum & Associates at-home activity packs and lessons assigned through the iReady platform.

Staff members are asked to consider the following:

- Staff members should bring home their district issued device, with charging cable, each day going forward in case the need for virtual learning days occurs.
- Ensure you have access to any passwords you may need to get on Genesis, your email, the employee portal, workspace, google drive, etc.

Communication Log:

Teachers will log any communication with students and parents using the following Communication Log. The log must be updated daily, and must be shared with the school principal for review

TECHNOLOGY AND CONNECTIVITY

During a period of pandemic outbreak, technology will be required to ensure the continuity of instruction. The district will use Google Classroom, Google apps, School Messenger, and any additional platform available to ensure the delivery of instruction for students.

Based on the most recent Technology Survey, 88% of parents indicated having a computer and internet access (98.7%) at home. We have a Chromebook loan procedure that will provide students that do not have computers, but have WIFI access at home (11%). For the remaining (1.3%) students that do not have either a computer or WIFI access, Chromebooks with hotspot access will be provided.

As of October 1, 2021, all students in grades 3 through 12 have been provided a school issued Chromebook device. These devices are part of the district's 1-to-1 Chromebook initiative. In Prek, all students will have access to iPads, and all students in grades k-2 have classroom carts with Chromebooks available, as needed.

In case of an emergency, all students in grades 3-12 will already have an issued device, and school devices may be borrowed by parents for students in grades K-2, as needed.

VIRTUAL LEARNING INSTRUCTIONS

South Amboy Public Schools is dedicated to the continuity of learning, especially when emergent conditions require alternate plans. As we move towards remote learning with some students, we are adopting a virtual school format for students to continue instruction while at home.

The purpose of this document is to outline how South Amboy Public Schools will continue to provide instruction if a traditional classroom setting is not possible. This plan outlines the roles and responsibilities of all stakeholders, as the success of virtual learning will be dependent upon the dedication of faculty/staff, students, parents, and district administration. This plan has been developed in accordance with the recommendations from the NJ Department of Education.

Important Notes for Parents:
- Chromebook needs have been identified through a district survey
- Classroom teachers will be available in a virtual learning environment.
  - Synchronous lessons will be provided according to the regular schedule, and teachers will be available virtually (online, email) for questions/feedback and correspondence as outlined below.
- Parents/Guardians will be contacted by teachers if students are not demonstrating active participation through the online platforms and virtual assignments.

Roles and Responsibilities - Elementary School (Preschool) Parents

Support your child in their learning by:
- Ensuring your child logs in to class as scheduled.
- Completing the lessons scheduled during virtual learning.
- Check your teacher's webpage.
- Schedule regular times each day for you to work with your child
- Have your child take movement & brain breaks between classes.
- Contact your child's teacher via email with any questions, problems/concerns.
- Know that your child's teacher will contact you and/or your child throughout the week.

Roles and Responsibilities -Elementary School (K-5) Parents

Support your child in their learning by:
- Ensuring your child logs in to class every period.
- Completing the lessons scheduled during remote learning.
- Scheduling regular times each day for your child to do school work.
- Selecting a quiet, comfortable place for your child to work.
- Having your child take movement breaks after each class.
- Talking with your child about their assignments and checking for understanding throughout each day.
- Contacting your child's teacher via email with any problems/concerns.

> ● Knowing that your child's teacher will contact you and/or your child throughout the week.

Roles and Responsibilities - Middle School (6-8) Parents

Support your child in their learning by:
- Ensuring your child logs in to class every period.
- Completing the lessons scheduled during remote learning.
- Scheduling regular times each day for your child to do school work.
- Selecting a quiet, comfortable place for your child to work.
- Checking your child's Google Classroom or other assignments daily with them.
- Having your child show you their completed work each day to assure they are working on their assignments.
- Having your child take movement breaks after each class.
- Talking with your child about their assignments and checking for understanding throughout each day.
- Contacting your child's teacher via email with any problems/concerns.
- Knowing that your child's teacher will contact you and/or your child

Roles and Responsibilities – High School (9-12) Parents

Support your child in their learning by:
- Ensuring your child logs in to class every period.
- Completing the lessons scheduled during remote learning.
- Monitoring school updates and checking in with your child daily about the virtual school learning tasks, activities, and assessments that they are working on.
- Designating a place where your child will work independently on his/her assigned tasks.
- Asking your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content and of the process they are being asked to engage in to demonstrate their learning.
- Asking your child about assignment due dates and supporting them, as needed, in submitting assignments in accordance with the established deadlines.
- Reminding your child to email his/her teachers if they have any questions.

Roles and Responsibilities - Elementary Students (PreK-5)

- Ensure you log into class every period.
- Complete the lessons scheduled during virtual learning.
- Schedule regular times each day to complete school work.
- Select a quiet, comfortable place for your work space.
- Keep your camera on throughout the school day unless your teacher allows you to turn it off.
- Grade 3-5 check your Google Classroom or teacher webpage for assignments
- Take movement breaks between classes.
- Talk with your parent(s) about your assignments each day.
- Email (grades 3, 4 & 5) or ask your parent(s)/guardian to contact your teacher with any questions.
- Know that your teacher will check in with you throughout the week so you can ask any questions.

Roles and Responsibilities - Middle High School Students (Gr. 6-12)

- Ensure you log into class every period.
- Keep your camera on throughout the school day unless your teacher allows you to turn it off.
- Complete the lessons scheduled during virtual learning.
- Dedicate appropriate time to learning, as guided by your teachers.
- Check appropriate Google Classrooms, Teacher webpages, and emails for information on courses, assignments, and resources, on a daily basis.
- Identify a comfortable and quiet space to study/learn.
- If you are having difficulty accessing the internet, please email/contact your classroom teacher.
- Engage in the virtual school platform with academic honesty.
- Submit all assignments in accordance with provided timelines and/or due dates.

Roles and Responsibilities - Teachers

- Instruct students during your regular scheduled classes.
- Read and respond to email correspondence
- Monitor student progress
- Reach out and engage parents if students are not completing remote assignments
- Provide feedback to students during remote learning assignments
- Continue to grade assignments and post grades in Genesis

SPECIAL EDUCATION, ELL, AND RELATED SERVICES

The District will continue to provide an appropriate education for Special Education students during the implementation of virtual learning. Student progress will be monitored and feedback provided by special education teachers, when appropriate, with the opportunity to communicate directly during scheduled times. Upon returning to school, the IEP team will determine if additional services are required. IEP meetings will be held, as appropriate, to determine if compulsory education services are needed to address an individual student's progress toward learning goals and objectives.

All Inclusion Classes, Grades Prek – 12
Students will continue as usual per general classroom instruction by the teacher(s) via virtual learning. Special Education teachers will modify and adapt, as appropriate. to student IEPs.

RC, LLD, MD classes (Grade PreK-12)
Students in self-contained classes will also continue attending virtual classes.

Preschool Disabled Programming
Preschool programming will be modified and will include both class meeting time and individual/small group virtual instruction.

OT/PT/Speech
Most related services will continue virtually for small groups or individual students. OT/PT may be provided through teletherapy. We will develop a list of activities that can be addressed by virtual learning in a home environment as well. Virtual meetings will be set up to address parent concerns, questions, as necessary.

CST IEP Service
The expectation is that CST teams will continue to develop IEPs; write reports; plan for next school year. Teams can conference through Zoom, phone conferencing, or Google Meet. Virtual office hours will be set up to address parent concerns, questions, and reschedule IEP meetings as necessary.

Annual Reviews
Will utilize video conferencing to complete Annual Reviews. Timelines shall be considered and extended as necessary.

Re-Evaluations
Evaluations may be rescheduled during the course of the school year and/or during the summer months, if needed.

Counseling
In-person, video conferencing, phone calls or email will be utilized to provide counseling services as needed.

ELL Instruction:
Instruction for ELL students will continue as outlined within this guide. The ESL teacher will utilize Google Meet or Zoom platforms to engage students to continue the development of speaking and listening skills.

MEALS & DISTRIBUTION

Lunch will be provided as a grab and go bagged meal during the following schedule pick-up times at the Middle High School.

- Tuesday & Thursdays from 12:00 - 2:00 p.m.
- Wednesday Evenings from 6:00 - 7:00 p.m.

Students on Virtual learning will have the opportunity to pick-up a week's worth of (Grab & Go) breakfast and lunch once per week on Wednesday evenings from 6:00 - 7:00 p.m.

The following plan will address the continued nutrition for all students.

- A drive-by format will be utilized to pick-up "grab and go" lunches outside designated locations to ensure minimal contact.
- The same drive-by, grab-and-go format we used during the last school year will continue. We ask that you do not exit your car. Simply lower your window at the first check-point to provide your child's name, then proceed to the next checkpoint to grab the bagged meal(s), and go.
- We will accept walk-ups, but you will need to practice social distancing measures. Please do not approach the meal tables. A separate table will be set up to grab-and-go after presenting ID. If you are picking up for a friend or neighbor, please have them provide you with a letter authorizing you to pick up meals.
- Communication: All information will be communicated with families as needed.

End of Plan