



# SCHOOLS REOPENING

South Orange & Maplewood School District

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**2020 -2021 Virtual Instruction  
Guidebook for Families**

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# Letter from Dr. Ronald G. Taylor

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Dear SOMSD Families,

As we head into the 2020-21 school year, I want to welcome you back. Although the return to school is not as we anticipated, school administrators, teachers and staff are putting in hard work and long hours to ensure that the first day of school is special for students.

As you can imagine, we are welcoming back 7,000+ students into a virtual school environment. So we anticipate that there will be technology glitches, device issues, internet connectivity issues, and an overall learning curve as students and teachers alike begin working together in our virtual environment.

Therefore, to prepare and make accommodations, for the first two-weeks of school, September 8 – 18, we will operate on an early-dismissal schedule (see pages 15 -24 for virtual school schedules). This will allow time for teachers and students to acclimate to the new learning management system, Canvas and provide additional time in the afternoon for continued professional development training for teachers. Starting on Monday, September 21, we will transition to a full-day virtual instruction schedule.

This instructional guidebook provides information on:

- Assessment, progress report and report card schedules;
- Virtual class schedules by grade-level;
- Special education services to students;
- Teacher and student expectations;
- Information on Canvas as well as upcoming training webinar dates for parents;
- Emotional, Health and Wellness Support;
- And more.

Please note that our guidebook is subject to change. As guidelines and orders change from local, state and federal authorities, our District will adjust. But rest assured, our focus will always remain on doing what's best for students and staff.

I look forward to seeing each of you, albeit virtually as we begin the school year and hope to be reunited with students and staff soon. The best of luck to our students, staff and families as we begin the journey together in 2020-21.

Dr. Ronald G. Taylor  
Superintendent of Schools

# Guiding Principles

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## **SOMSD's greatest assets are its students, staff, and community.**

Although we have shifted our instructional model to an all-virtual learning to begin the school year, our top priority continues to be assuring the safety of all students and staff who will ultimately begin walking through our doors again. As we continue to work to prepare to reopen SOMSD schools for hybrid in-person academic instruction, establishing clear expectations for the transition from at-home learning is critical. The new protocols and procedures that were shared from our [August 8, Restart & Recovery Plan](#) for Reopening schools will still be in place when schools reopen and will:

- adhere to local, state and federal instructional guidelines;
- adhere to local, state, federal and CDC safety guidelines;
- be implemented consistently, for the good of all; and
- be sensible, responsive and ongoing.

# Back-to-School Transition

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For the first two weeks, from September 8 to September 18, a phased-approach to instruction will be implemented whereby students will attend school on an early-dismissal virtual instruction schedule. This will allow time for students and families to familiarize themselves with Canvas, the new learning management system, allow students time to readjust to “school hours,” help students to develop more screen/virtual learning stamina, provide time for students to get to know their new teachers and classmates and allow for more embedded professional development for our teachers on the Canvas platform.

After the two-week period, starting on Monday, September 21, the District will move to full-day instruction schedule. All students have a full-day school schedule, there is instructional time (which will include additional hours after the five-hour of instruction time account for: lunch, scheduled screen breaks, independent work, individual or small group counseling or receiving tutorial or support services). Please see the schedules by grade level beginning on page 15.

## Technology Distribution for Virtual Learning

The District sent a “Return to School Preference” form to all families on August 10, 2020. Families who requested a District-issued hotspot or District-issued Chromebook for use during the back-to-school transition or entire 2020 – 2021 school year will be contacted and given a specific date and time for pickup. Technology distribution will begin prior to the start of school. **Students who were issued a District device last school year will keep that same device for the 2020-21 school year. If you have not completed the "Return to School Preference" form or your need for a device has changed, please email [info@somds.k12.nj.us](mailto:info@somds.k12.nj.us).**

## School Lunch Distribution

SOMSD food service department is offering meal pick-ups for students during the back-to-school transition. All students (free and reduced lunch and any student/family who need food support) will be eligible for meal distribution. Meals will be charged to the student’s account according to the student’s eligibility status and/or the eligibility designation of their home school. Meals will be distributed from Seth Boyden Elementary School and Columbia High School between 12:15 p.m. and 2:45 p.m. on school days.

For more information, visit: <https://www.somds.k12.nj.us/district/food-services/freereducedapplication/>

# 2020-2021 Assessment Schedule

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Interim Reports, Progress Reports & Report Card Dates for SOMSD Families. Specific grade level testing dates and make-up times will be developed with building administration and communicated at a later date. ***Standardized Assessment Dates Have Not Been Released***

## Elementary Schools

### Term Dates

Term	Dates
1	9/8/20 - 11/13/20
2	11/16/20 - 2/11/21
3	2/16/21 - 6/8/21

### District Benchmarks

Assessment Window	Teacher's College (TC) Reading Assessment	STAR Renaissance Early Literacy, ELA, Math
1	9/14/20 - 10/16/20	9/21/20 - 10/16/20
2	1/6/21 - 1/22/21	3/15/21 - 4/9/21
3	5/3/21 - 5/21/21	6/1/21 - 6/11/21

### Interim/Progress Report Dates

Term	Interim	Progress Reports
1	10/2/20	12/2/20 - 12/4/20
2	1/15/21	3/10/21 - 3/12/21
3	4/9/21	Last Day of School

### Parent/Teacher Conferences

Term	Date
1	12/2/20 - 12/4/20
2	3/10/21 - 3/12/21

## Elementary Schools

### Marking Periods

Marking Period	Date
1	9/8/20 - 11/18/20
2	11/19/20 - 1/29/21
3	2/5/21 - 4/12/21
4	4/13/21 - 6/11/21

### Trimesters

Trimester	Date
1	9/8/20 - 12/9/20
2	12/10/20 - 3/18/21
3	3/19/21 - 6/22/21

### District Benchmarks

Assessment Window	STAR Renaissance ELA & Math
1	9/21/20 - 10/16/20
2	3/15/21 - 4/9 /20
3	6/1/21 - 6/11/21

### Midterms/Finals

Exam	Dates
Mid Term Exams	2/1/21 - 2/4/21
Final Exams	6/14/21 - 6/17/21

### Progress Reports/Report Cards

Quarter	Progress Reports	Report Cards
1	10/9/20	11/24/20
2	12/16/20	2/8/21
3	2/25/21	4/19/21
4	5/18/21	6/22/21



## Columbia High School

### Marking Periods

Marking Period	Date
1	9/8/20 - 11/18/20
2	11/19/20 - 1/29/21
3	2/5/21 - 4/12/21
4	4/13/21 - 6/11/21

### District Benchmarks

Assessment Window	STAR Renaissance ELA & Math Grades 9-11
1	9/21/20 - 10/16/20
2	3/15/21 - 4/9 /21
3	6/1/21 - 6/10/21

### Midterms/Finals

Exam	Dates
Mid Term Exams	2/1/21 - 2/4/21
Final Exams	6/14/21 - 6/17/21

### Progress Reports/Report Cards

Quarter	Progress Reports	Report Cards
1	10/9/20	11/24/20
2	12/16/20	2/8/21
3	2/25/21	4/19/21
4	5/18/21	6/22/21

# Instructional Model

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To begin the school-year, SOMSD will only be offering an all-virtual instructional model for families:

- **Virtual Learning:** Virtual learning provides virtual (live) instruction with teachers and classmates, as well as self-paced activities, projects and assignments aligned with state standards. It will look very different from our at-home learning this spring. Daily attendance will be taken

**Hybrid Instruction Model:** The District will revisit the hybrid instruction model option (combination of in-person learning and virtual) and based on local, state and CDC guidelines will make a determination on whether this option will be offered in November.

If the decision is made to offer the hybrid after the end of the first-marking period, all families who chose to enroll in the hybrid option must comply with requirements for wearing face masks and face coverings as shared in the District's Restart and Recovery Plan for Reopening schools.

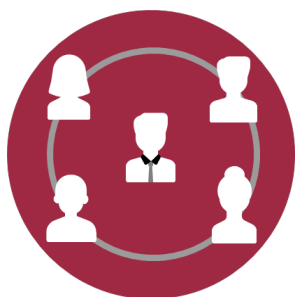


# Virtual Learning Instructional Model

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All core content classes (math, language arts, social studies, science and foreign languages) will be offered during virtual learning. In addition, elective courses such as: PE, Arts, Music and other special courses will be offered on alternating days.

## Synchronous vs. Asynchronous Learning

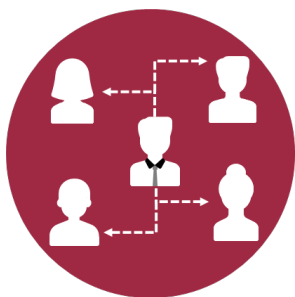


**Synchronous Learning (real-time)** requires all participants to be present at the same time, virtually. This is two-way, real-time/live instruction between teachers and students.

Examples: Live interactive classes with students and teachers participating real-time, teacher-supported work time on video conference calls, scheduled and timed online tests

### *Synchronous Learning Student Expectations*

- Students will attend school daily on a designated schedule by course and absences will be documented.
- Students will commit to attending virtual class at a designated schedule and actively participate in learning activities as if they were attending class in-person.
- Students are required to adhere to the student Code of Conduct just as they would during in-person attendance, as well as adhere to the Virtual Student Code of Conduct provided (see page 28).
- In-person grading and GPA policies will be in effect, including policies for late work.



**Asynchronous Learning (self-paced)** does not require all participants to be virtually present at the same time. Instruction is self-guided student instruction provided on-demand and can include prerecorded video lessons, independent game-based learning tasks, or pre-assigned work/assessments.

Examples: Self-paced online courses with intermittent teacher instruction, preassigned work with formative assessments within the learning management system (Canvas), watching pre-recorded videos of instruction with guided support from instructors

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## ***Asynchronous Learning Student Expectations***

- Students must be engaged in Canvas daily to be counted present; absences will be documented.
  - Engagement is defined as one of the following:
    - Progress in the learning management system (Canvas) made that day
    - Progress (as defined in the approved learning plan) from teacher/student interactions made that day (phone calls, virtual meetings)
    - Turning-in of assignments that day
- Students are required to adhere to the student Code of Conduct just as they would during in-person attendance, as well as adhere to the Virtual Student Code of Conduct provided (see page 28).
- In-person grading and GPA policies will be in effect, including policies for late work.

## **Grades**

Grades will be taken for work completed through the virtual learning instructional model. The grading system, grading scale will be in line with the District’s regular grading policy. Grades earned through virtual learning will count towards student GPAs for high school credit-bearing courses.

## **Attendance**

Student attendance is essential to success, therefore, it is important that students sign in to their classes on Canvas at their designated times. As per the District’s “Virtual Student Code of Conduct” during live instruction, upon entering an online class, the student’s video should be turned on and kept on for the duration of the class (unless directed or excused by the instructor). A student’s face should be visible to the instructor during live virtual sessions.

Teachers will take attendance and submit daily via PowerSchool. Attendance and tardiness rules apply as per the District’s general attendance policy.

## **Student Assessment**

Students will participate in district-wide local, state and federal assessment programs as mandated by the New Jersey Department of Education. View the 2020-2021 Assessment Schedule provided on pages 5 – 7, for district-wide local, state and federal student assessment dates.

# Homework Guidelines

Grade Levels	Guidelines
Elementary: K - 2	<ul style="list-style-type: none"><li>• Read and Play Daily</li></ul>
Elementary: 3 <sup>rd</sup> – 5 <sup>th</sup>	<ul style="list-style-type: none"><li>• 20 – 30 minutes daily, 3x – 4x a week</li></ul>
Middle Schools: 6 <sup>th</sup> – 8 <sup>th</sup>	<ul style="list-style-type: none"><li>• 20 – 30 minutes daily, 3x – 4x a week</li></ul>
CHS	<ul style="list-style-type: none"><li>• Academic level classes up to 25 minutes per class and not due until the next time the class meets</li><li>• Honors Level classes 35 minutes per class and not due until the next time the class meets</li><li>• AP Level classes up to 45 minutes per class and not due until the next time the class meets</li></ul>

## Teacher Expectations

- Live synchronous teaching must be provided for every period
    - Must be live
      - Introduction of new concepts
      - Teacher-led small groups
      - Closing the lesson
- \*CHS will have asynchronous lessons on Fridays for the first 2 weeks of school*
- The following week's focus for instruction must be posted on Canvas by 4:00 pm on Fridays
  - Post grades in Canvas and ensure PowerSchool grade book is up to date by end of day Sunday
  - Return emails within 48 school hours to parents and 24 hours to administrators and colleagues
  - Incorporate social-emotional learning and Restorative Practices into classes every day for the first 5 days of school and then weekly at a minimum
  - Keep lesson planning/learning/pacing consistent with colleagues
  - Teacher attendance - Teachers will sign onto Canvas by daily teacher start time

- Upload the SOMSD District Planning Template to the non-student/parent section of Canvas
- Teachers will complete all required virtual instructor professional development courses
- Teachers will take attendance in PowerSchool and will mark students absent and tardy as we have done when in school
- Staff absences possibilities:
  - Teachers will post asynchronous lessons to Canvas
  - A substitute teacher will be assigned to the class
  - An available teacher will cover the class
- If you experience power outages or internet issues teachers are expected to reach out to the District IT department.

# Special Services

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*Child Study Team meetings* will continue to be held virtually. School Counselors, Social Workers, and Child Study Team members will conduct virtual meetings with students and parents as necessary.

*Child Study Team evaluations* will continue to be conducted in-person as much as possible. Safety precautions and parental acknowledgement of the safety procedures will be sent to parents prior to evaluations taking place.

*Related Services* will be provided virtually. In specific instances where IEP goals require in-person OT and PT that cannot be met virtually, services will be provided in person at one central school location. The applicable therapists will reach out to parents to discuss service delivery models and scheduling. Related services will be virtually provided individually and also in virtual groups, as determined by IEPs.

## YMCA Partnership

*The Parenting Center, The Achieve Foundation, SOMSD President's Council, SOMSD Board of Education, District Administration, and the South Mountain YMCA* are pleased to offer child care services to families in need. The Y will provide enrichment activities, a place for physical play and important social interactions, all under the supervision of strong mentors. Through collaboration between the SOMSD Board of Education, The Achieve Foundation, SOMSD President's Council and the South Mountain YMCA, **we are pleased to announce scholarships and financial assistance for families in need.** It is our priority to ensure equitable access to programming and the Y for All Financial Assistance Program is available to ensure scholarships are available to families who need our programs the most. District families can email James Goodger at [jgoodger@metroymcas.org](mailto:jgoodger@metroymcas.org) for additional information.

[View YMCA Flyer: English | Spanish | Haitian Creole](#)

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# Schedules for Virtual Instruction by School

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From September 8 – 18, all schools will operate on an early-dismissal instruction. Starting on Monday, September 21, schools will transition to a full-day schedule (see page 4, Back to School Transition).

## Virtual Instructional Methodology

For virtual instruction, all students will engage in live instruction from their teachers for each of their courses daily. The instruction may be provided as live mini-lessons or instruction followed by teacher led small group breakouts, independent/investigation work will reinforce/practice new learning, and followed by live closure of the lesson with the entire class. There will be time at the end of each day for individual or small group conferencing where teachers will meet with students individually or in groups to receive tutorial or additional support services, \*intervention services and/or time will be given to students to complete online assignments. Teachers will ensure to build in breaks throughout the day and students will have opportunities to work independently so as not to be in front of a computer screen all day.

*\*Interventions services could be small group review of concepts, academic intervention classes, or related services*





# Pre-School Program *(added 9/2)*

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## Overview

Preschool curriculum (Tools of the Mind) has created a web-based portal that enables children in Tools programs to engage virtually in core Tools daily activities aligned with in-school curriculum rollout, so they maintain the learning in the classroom when at home.

## Preschool: School to Home Connection

The Tools of the Mind portals includes options for a teacher/family messaging system, familiar PreK learning activities, Parent Center with offline learning activities & guidance for supporting children's learning at home to improve child outcomes. Early literacy apps have been redesigned to integrate home data into the teacher's analytics dashboard so teachers can track, see and hear at home learning, & provide individualized scaffolding to children at home via messages on the apps. Teachers will post the focus for instruction for the upcoming week by Friday at 4:00. This will allow families to plan their week accordingly.

### 2020-2021 Preschool Sites:

Site	Contact
Montrose Early Childhood Center	Bonita Samuels, Principal <a href="mailto:bsamuels@somsd.k12.nj.us">bsamuels@somsd.k12.nj.us</a>
Applecore Early Learning Center	Stacy Brutus, Director <a href="mailto:smckenzie@applecorelearningecc.com">smckenzie@applecorelearningecc.com</a> Britney Moore, Assistant Director <a href="mailto:bmoore@applecorelearningecc.com">bmoore@applecorelearningecc.com</a>
Le Petite Academy	Pauline Lacey-Woode, Director <a href="mailto:placey@somsd.k12.nj.us">placey@somsd.k12.nj.us</a>
KinderGan	Frumie Bogomilsky, Director <a href="mailto:kindergan@maplewoodjewishcenter.org">kindergan@maplewoodjewishcenter.org</a>
Zadies of the Oranges	Winifred Smith, Director <a href="mailto:winifred.smith@zadiesoto.com">winifred.smith@zadiesoto.com</a>

# Preschool Virtual Schedules

## Preschool Early Dismissal Days: September 8 - 18, 2020

Time of Day	Activity	Instructional Methodology
8:30am-9:00am	Mystery Activities, Movement, "Tech Check"	Independent
9:00am-9:15am	Morning Meeting and Social Emotional Learning Activities	Live with teacher and para
9:15am- 9:45am	Gross Motor Activities	Independent
9:45am-10:00am	Large Group Literacy	Live with teacher and para <b>OR</b> Pre-recorded
10:00am-10:30am	Snack	Independent
10:30am-10:45am	Small Group Math/Science	Live with teacher Live with para <b>OR</b> Pre-recorded
10:45am-11:00am	Small Group Literacy	Live with teacher Live with para
11:00am-12:15pm	Dramatic Play	Independent
	Supplemental Small Group and Individual Support	Live with teacher Live with para
12:15pm-12:30pm	Closing Group	Live with teacher

## Preschool Full Days: September 21 - November 12, 2020

Time	Activity	Instructional Methodology
8:30am-9:00am	Mystery Activities, Movement, "Tech Check"	Independent
9:00am-9:15am	Morning Meeting and Social Emotional Learning Activities	Live with teacher and para
9:15am- 9:45am	Gross Motor Activities	Independent
9:45am-10:00am	Large Group Literacy	Live with teacher and para <b>OR</b>

		Pre-recorded
10:00am-10:30am	Snack	Independent
10:30am-10:45am	Small Group Math/Science	Live with teacher, para <b>OR</b> Pre-recorded
10:45am-11:00am	Small Group Literacy	Live with teacher Live with para
11:00am-12:15pm	Dramatic Play	Independent
	Supplemental Small Group and Individual Support	Live with teacher Live with para
12:15pm-1:15pm	Recess and Lunch	Independent
1:15pm-2:15pm	Quiet Time 45 - 60 minutes	Independent
	Read Aloud 15 minutes	Pre-recorded
2:15pm - 2:30pm	Closing Group	Live with teacher

# Elementary School Schedule

## Elementary Early Dismissal Days: September 8 - 18, 2020

Time	Period/Activity
8:30am-9:00am	<b>Morning Meeting</b>
9:00am-9:30am	Period 1
9:30am-10:00am	Period 2
10:00am-10:30am	Period 3
10:30am-11:00am	Period 4
11:00am-11:30am	Period 5
11:30am-12:00pm	Period 6
12:00pm-12:30pm	<b>Reflections/ Closing</b> Student academic day ends at 12:30am
12:30pm-1:25pm	Lunch/Recess

## Elementary Full Days: September 21 – November 12, 2020

Time	Period/Activity
8:30am-8:50am	<b>Morning Meeting</b>
8:50am-9:30am	Period 01
9:30am-10:10am	Period 02
10:10am-10:50am	Period 03*
10:50am-11:30am	Period 04*
11:30am-12:10pm	Period 05
12:10pm-12:50pm	Period 06
<b>12:50pm-1:10pm</b>	<b>Reflections/ Closing</b>
1:10pm-2:05pm	Lunch/Recess
2:05pm-3:45pm	Individual and/or Small Group Conferencing

*\*A snack break will take place during Period 3 or Period 4 to be customized by each teacher/school schedule*

# Middle School Schedules

Maplewood Middle School Early Dismissal Days: September 8 - 18, 2020

Period	6th grade	7th grade	8th grade
8:20am-8:54am	Period 1	Period 1	Period 1 PE/RA/Music
8:57am-9:30am	Period 2	Period 2 PE/RA/Music/Sp	Period 2
9:33am-10:06am	Period 3 PE/RA/Music/WL	Period 3	Period 3
10:09am-10:42am	Period 4	Period 4	Period 5 PE/RA/Music
10:45am-11:18am	Period 5	Period 6 PE/RA/Music/Sp	Period 6
11:21am-11:54am	Period 7 PE/RA/Music/WL	Period 7	Period 7
*11:57am-12:30pm	Rotation	Rotation	Period 8
12:30pm-1:00pm	Lunch	Lunch	Lunch

**\*Student Academic Day ends at 12:30pm**

## Middle School Full Days: September 21 – November 12, 2020

Period	6th grade	7th grade	8th grade
8:20am-9:00am	Period 1	Period 1	Period 1 PE/RA/Music
9:03am-9:43am	Period 2	Period 2 PE/RA/Music/SWL	Period 2
9:46am-10:26am	Period 3 PE/RA/Music	Period 3	Period 3
10:29am-11:09am	Period 4	Period 4	Period 5 PE/RA/Music/WL
11:12am--11:52am	Period 5	Period 6 PE/RA/Music/Sp	Period 6
11:55am-12:35pm	Period 7 PE/RA/Music/WL	Period 7	Period 7
12:38pm-1:18pm	Rotation	Rotation	Period 8
1:22pm-1:52pm	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
1:55pm-3:14pm	Individual or Small Group Conferencing	Individual or Small Group Conferencing	Individual or Small Group Conferencing

## South Orange Middle School Early Dismissal Days: September 8 - 18, 2020

Period	6th grade	7th grade	8th grade
8:20am-8:54am	Period 1	Period 1	Period 1 PE/RA/Music
8:57am-9:30am	Period 2	Period 2 PE/RA/Music/WL	Period 2
9:33am-10:06am	Period 3	Period 3	Period 3 PE/RA/Music
10:09am-10:42am	Period 4 PE/RA/Music/WL	Period 5	Period 4
10:45am-11:18am	Period 6	Period 6 PE/RA/Music/WL	Period 5
11:21am-11:54am	Period 7 PE/RA/Music/WL	Period 7	Period 7
*11:57am-12:30pm	Rotation	Rotation	Period 8
12:30pm-1:00pm	Lunch	Lunch	Lunch

***\*Student Academic Day ends at 12:30pm***

## South Orange Middle School Full Days: September 21 – November 12, 2020

Period	6th	7th	8 <sup>th</sup>
8:20am-9:00am	Period 1	Period 1	Period 1 PE/RA/Music
9:03am-9:43am	Period 2	Period 2 PE/RA/Music/WL	Period 2
9:46am-10:26am	Period 3	Period 3	Period 3 PE/RA/Music
10:29am-11:09am	Period 4 PE/RA/Music/WL	Period 5	Period 4
11:12am-11:52am	Period 6	Period 6 PE/RA/Music/WL	Period 5
11:55am-12:35pm	Period 7 PE/RA/Music/WL	Period 7	Period 7
12:38pm-1:18pm	Period 8 Rotation	Period 8 Rotation	Period 8
1:22pm-1:52pm	Lunch	Lunch	Lunch
1:55pm-3:14pm	Individual or Small Group Conferencing. Scheduled as per below table	Individual or Small Group Conferencing. Scheduled as per below table	Individual or Small Group Conferencing. Scheduled as per below table



# Columbia High School (CHS) Schedule

**CHS Early Dismissal Days: September 8 – September 18, 2020**

Times	Mon (A)	Tues (B)	Wed (A)	Thurs (B)	Fri (C)
8:00am-8:50am	Period 1	Period 5	Period 1	Period 5	<b>Asynchronous Learning</b> <i>and/or</i> <b>Tiered Support</b> Tutorial Student Support Teacher Conferencing Counselor Check-ins Crisis Team Check-ins I&RS Student Check-ins Independent (Extended) Learning
9:00am-9:50am	Period 2	Period 6	Period 2	Period 6	
10:00am-10:50am	Period 3	Period 7	Period 3	Period 7	
11:00am-11:50am	Period 4	Period 8	Period 4	Period 8	
12:00pm-12:50pm	LUNCH	LUNCH	LUNCH	LUNCH	
1:00pm-1:50pm (Conferencing 1:00pm-1:30pm)	Teacher - Student Conferencing	Period 9	Teacher - Student Conferencing	Period 9	
1:00pm-3:00pm	<ul style="list-style-type: none"> <li>• Students - Conferencing with teachers, meeting with counselors, receiving tutorial and additional support services, and/or completing online assignments</li> <li>• Teachers - Student conferencing, self-directed planning &amp; professional inquiry</li> <li>• Counselors - Student check-ins, I&amp;RS meetings, and other support activities</li> <li>• Administrators - Crisis Team Check-ins, I&amp;RS meetings, and meetings with teachers, students, and/or families.</li> </ul>				

## CHS Full Days: September 21 – November 12, 2020

Times	Mon (A)	Tues (B)	Wed (A)	Thurs (B)	Fri (A)
8:00am-8:55am	Period 1	Period 5	Period 1	Period 5	Period 1
9:00am- 9:55am	Period 2	Period 6	Period 2	Period 6	Period 2
10:00am-10:55am	Period 3	Period 7	Period 3	Period 7	Period 3
11:00am-11:55am	Period 4	Period 8	Period 4	Period 8	Period 4
12:00pm-12:55pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00pm-1:55pm (Conferencing 1:00pm-1:30pm)	Teacher - Student Conferencing	Period 9	Teacher - Student Conferencing	Period 9	Teacher - Student Conferencing
1:00pm-30pm	<ul style="list-style-type: none"> <li>Students - Conferencing with teachers, meeting with counselors, receiving tutorial and additional support services, and/or completing online assignments</li> <li>Teachers - Student conferencing, self-directed planning &amp; professional inquiry</li> <li>Counselors - Student check-ins, I&amp;RS meetings, and other support activities</li> <li>Administrators - Crisis Team Check-ins, I&amp;RS meetings, and meetings with teachers, students, and/or families.</li> </ul>				

# CHS 1<sup>st</sup> Marking Period

## September 2020

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
	All Staff Development	All Staff Development	All Staff Development	District Closed
7	8	9	10	11
Labor Day-District Closed	9 <sup>th</sup> graders only – special schedule	A	B	C
14	15	16	17	18
A	B	A	B	C
21	22	23	24	25
A	B	A	B	A
28	29	30		
Yom Kippur- District Closed	B	A		

## October 2020

Mon	Tue	Wed	Thu	Fri
			1	2
			B	A
5	6	7	8	9
B	A	B	A	B
12	13	14	15	16
A	4-Hr Day Students ONLY (PD for Staff) – C Day	B	A	B
19	20	21	22	23
A	B	A	B	A
26	27	28	29	30
B	A	B	A	B

November 2020

Mon	Tue	Wed	Thu	Fri
2 Fall Break -District Closed	3 Fall Break -District Closed	4 Fall Break -District Closed	5 Fall Break -District Closed	6 Fall Break -District Closed
9 A	10 B	11 A	12 B	13 A
16 A	17 B	18 A	19 First Day of Q2	20 A

# Components of a Lesson: Sample Structures

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Below are the components of a lesson. Please keep in mind that the usage of these components will vary depending on lesson objective and student needs (see the sample structures below).

- Live teacher instruction and interaction
- Independent student investigation or practice
- Closure, Connections, Reflections

## Sample #1

### 10-15 Minutes

- Mini-lesson - Present new learning to students
- Whole class
- Direct live instruction by the teacher

### 20 - 30 Minutes

Students could be engaged in:

- Independent/Investigation work - students may work on an assignment alone practicing/investigating new learning or concept
- Group work - Students may work in a group on an assignment

Teachers could be:

- Leading small group live Instruction - Teacher (or para when applicable) could pull small groups to target specific learning for that particular group
- The teacher (or para when applicable) could work 1:1 with a student either reinforcing skills, reteaching or assessing

### 5 - 10 Minutes

- Close lesson - Review key learning
- Whole class
- Presented live by the teacher

## Sample #2

### 5 - 10 Minutes

- Students investigate and research a posing question

### 10 - 15 Minutes

- Mini-lesson - Present new learning to the students
- Whole class

- Direct live instruction by the teacher

### **20 - 30 Minutes**

Students could be engaged in:

- Independent work - students may work on an assignment alone practicing new learning or concept
- Group work - Students may work in a group on an assignment

Teacher could be:

- Support independent or group work and check for understanding

### **5 - 10 Minutes**

- Close lesson - Review key learning
- Student Share - selected by the teacher
- Presented live by the teacher

## **Sample #3**

### **20 - 30 Minutes Independent Work**

Students could be engaged in:

- Independent/Investigation work - students may work on an assignment alone practicing/investigating new learning or concept
- Group work - Students may work in a group on an assignment

Teachers could be:

- Leading small group Live Instruction - Teacher (or para when applicable) could pull small groups to target specific learning for that particular group
- The teacher (or para when applicable) could work 1:1 with a student either reinforcing skills, reteaching or assessing

### **10-15 Minutes Whole Class Instruction**

- Mini-lesson - Teacher resents new learning to the students based on observation from the Independent Time
- Whole class
- Direct live instruction by the teacher

### **5 - 10 Minutes**

- Close lesson - Review key learning
- Student Share - selected by the teacher
- Presented live by the teacher

# Virtual Learning Code of Conduct for Students

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## Overview

The SOMSD Virtual Code of Conduct is intended to give our students, families and staff members' clear guidelines for what is expected of our students in a virtual setting. As we navigate our online learning environment, clarity of expectations will set us up for collective success.

## General

Students are expected to comply with the SOMSD Code of Conduct and Restorative Practices document and policies therein. If while engaged in the use of the Internet, technology, or social media outside of school, a student engages in behavior that fails to comply with the code of conduct, and such behavior causes a substantial disruption to the virtual or in person learning environment, a student may expect appropriate consequences with restorative practices as the lens, mindset and approach.

1. Upon entering an online class, video should be turned on and kept on for the duration of the class (unless directed or excused by the instructor). A student's face should be visible to the instructor during live virtual sessions. Students will follow class procedures for alerting the teacher/requesting permission to turn off screens for a period of time. Instructors will employ sensitivity to personal matters and available workspaces for students when granting permission to periodically remain off camera. Instructors will be mindful of the need for managing time on screen, breaks, etc. Screen time will be used to engage and connect students with the instructor and with one another.
2. School appropriate attire should be worn while on camera.
3. Students and families are encouraged to remain in contact with school counselors, administrators and instructors regarding their needs as it relates to access to technology and Wi-Fi. The South Orange Maplewood School District remains committed and available to families in need of additional wireless and device access.
4. The device used should be identified by the student's full name, which is the name the instructor will see on the screen. Students may not change their names unless the instructor has provided permission for the child to do so. Students are permitted to use names aligned to their gender identity even if this name is not listed in Power School as per District policy.

## Privacy, Data Protection, and Security

1. Taking screenshots or screen recordings of virtual classrooms without the explicit permission from the instructor and class members is not permitted. The instructor may choose to record sessions for students to watch remotely or to use for subsequent groups for educational purposes. The instructor will announce in advance if a session is

recorded. Recorded sessions may not be distributed to third parties outside the District and will be stored in and made accessible only through District platforms.

2. You may inform your instructor if you do not wish to be filmed/recorded, and can subsequently choose to turn off your webcam. In this case, a student will work with the teacher regarding expected participation.
3. Students may not create or post images of class meetings using screenshots or screen recordings of any member of the faculty, staff, student body, or administration without the express permission of the instructor. Derogatory posts, memes, etc. are not permitted.
4. Students and families will make a concerted effort to protect student privacy above and beyond and efforts of the District. Please be aware that anything done online or electronically is not private and can be monitored.
5. Please do not share personal information, including passwords, online about yourself, family, friends, or faculty.
6. Do not upload or post personal information, private communications or photos of others without their permission.
7. Do not engage in behavior that puts yourself or others at risk. Students should seek the help of the instructor if they feel unsafe, bullied, or witness unkind behavior.

## Appropriate Participation

1. All classroom and school rules apply: Harassment, intimidation and bullying are not permitted.
2. Students will share any concern they have about another student with their teacher and let their teacher know immediately if they feel unsafe in a large virtual class or breakout room/small group.
3. While in a breakout room, students are expected to follow all virtual and in person code of conduct expectations.
4. Please minimize background noise to the extent possible (muting, use of headphones, closed doors, quiet areas, etc.).

## Discussion

1. Always use a device in a way that shows consideration and respect. The use of obscene, profane, threatening, or disrespectful language both while speaking or in discussion posts, chats, etc. is not permitted.
2. Do not disrupt the virtual learning environment in any way. Please remain muted unless speaking, "raise" your physical hand or virtual hand (if applicable in the online platform) to ask a question, make a comment, etc.
3. Communication with students and staff should be of a course-related nature during online sessions.



## Academic Integrity

1. Cutting and pasting, copying or plagiarizing Internet content, work that is not your own, or the work of your classmates is not permitted.
2. Students may not post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students or other third parties.
3. Students may collaborate with peers when the instructor has shared that this is part of the assignment or task.

## District Equipment (Chromebooks and Hotspots)

1. Exercise extreme care with District devices including securing the equipment whether it is in use or not in use.
2. Do not leave District devices in a hot or cold environment for an extended period of time.
3. Do not modify or attempt to circumvent security measures on District devices.
4. Do not leave District devices plugged in for an extended period of time. Once the device is fully charged, unplug the devices' power cords.
5. Damage or theft to devices or components must be immediately reported to the District.
6. The Student shall not, in any way, tamper with or misuse school equipment, either software or hardware. No form of tampering is acceptable.
7. Students may not download copyrighted software, audio or video files, or any other copyrighted material from the Internet not legally allowed to be used. Any such material found will be deleted without prior notification.
8. Only licensed software/apps may be installed on District computing devices. If students require special or non-standard software to be installed on this computing device for virtual learning, the installation must be cleared by the School beforehand.
9. District devices may not be used for any form of personal financial gain.
10. District devices and its contents remain the property of the School. No data stored on District devices is personal or private and the student has no reasonable expectation of privacy in such data. Any application or data (apps, music, etc...) will become the property of the School District upon completion of the program.
11. District devices may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If School District equipment is issued to a student for use outside the District, it is possible this collection of information on the student's activity or use of the device may occur outside of the school.

12. The School District shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per. N.J.S.A.18A:36--39 (P.L. 2013, c. 44).
13. Food and drinks should be kept well away from District devices. The Student should also take care when shutting down and closing the lid of the computing device (if applicable) to ensure that nothing is left lying on top of the computing device's surface.
14. Students will keep District devices in their possession at all times. They will not give or lend it to anyone except to return it to the School for repair in case it is damaged.

# Canvas Learning Management System

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The South Orange Maplewood School District recently announced that Canvas will be used as the primary Learning Management System for the 2020 - 2021 academic year.

## What Is Canvas?

Canvas is a learning management system (LMS) that allows teachers to provide instructional support, class calendars, assignments, and resources for students in a safe online environment. Canvas serves as an aggregation point for teachers to post all of the online instructional tools and resources that may be used in the District. Canvas bundles assessments, grading, state standards, messaging, learning data, and more—while keeping everything in one place.

## What About PowerSchool?

The South Orange Maplewood School District utilizes PowerSchool as the primary system of record for student data across the District. PowerSchool is the District's student information system and will continue to serve as the primary student database going forward.

Canvas, the Learning Management System, expands on the functionality of PowerSchool. Canvas provides a singular virtual environment where all eLearning (or supplemental in-person work) can take place. Parents can see the grades earned in PowerSchool, but will view the actual work submitted to earn the grades in Canvas. Canvas offers a single pane of glass to look at all of the various e-learning assignments in one platform.

## Canvas for Students

### How do students log into Canvas?

The South Orange Maplewood School District has taken advantage of single sign-on technology, allowing students to use their District Google accounts to log into Canvas. The same username and password that students use to access their District email or Google Apps for Education accounts is the same password used to log into the Canvas student portal. Students can access their Canvas portals by following the steps below:

1. Open a web browser and navigate to [www.somds.k12.nj.us/Canvas](http://www.somds.k12.nj.us/Canvas)
2. Select Student Portal.
3. Select your District Google account.
  - a. If your District email address does not appear in the list, select use another account.
  - b. Enter your District email address (ex. [12345@students.somds.k12.nj.us](mailto:12345@students.somds.k12.nj.us)).
4. Type in your District Google password.
5. Click Sign In.

### **What If Students Forget Their Google password?**

- Email [info@somsd.k12.nj.us](mailto:info@somsd.k12.nj.us) and request for your child's Google password to be reset.
- Reach out to your school's librarian / media specialist via email.

### **My Child Never Received Their Google Login Credentials**

If you are new to the District for the 2020 - 2021 school year, you can view your child's username and temporary password in the [PowerSchool Parent Portal](#) (Select eDocuments > Student Google Account Letter). If your child has forgotten their Google password:

- Email [info@somsd.k12.nj.us](mailto:info@somsd.k12.nj.us) and request for your child's Google password to be reset.
- Reach out to your school's librarian / media specialist via email.

### **How Can I Help My Child Get Comfortable Using Canvas?**

Canvas has provided a number of videos that students and families can use to help familiarize themselves with the platform. The [Canvas Student Video Guides](#) can be found here. While many of the videos contain important information, we strongly encourage families to review:

1. [Canvas Overview \(Students\)](#)
2. [Dashboard Overview \(Students\)](#)
3. [Assignments Overview \(Students\)](#)
4. [Assignment Submissions \(Students\)](#)
5. [Calendar Overview \(Students\)](#)
6. [Grades \(Students\)](#)

In addition, we strongly encourage families to walk through the "Passport to Canvas" introductory course with their children. This is available to students on their Canvas dashboard when they log in. The course walks students through:

- Navigating The Canvas Interface
- Managing Notifications For Courses
- Messaging Teachers Through Canvas
- Viewing Coursework In Canvas
- Working With Modules In Canvas
- Submitting Assignments In Canvas
- Participating In Group Discussions

## **Canvas for Parents**

### **Does Canvas Have A Parent Portal?**

Yes, parents have the ability to view their students' course content in Canvas by creating a Canvas "Observer" account linked to their student(s) account. In order to create an Observer account, parents must work with their student to obtain the necessary information to link their accounts. Student accounts contain pairing codes that allows parents to link their Observer accounts to the student's account.

### **Step 1 - Generate a Pairing Code**

1. Have your child log into their SOMSD Canvas account by navigating to [www.somds.k12.nj.us/canvas](http://www.somds.k12.nj.us/canvas)
2. Select Account > Settings.
3. Select Pair With Observer.
4. Copy the observer code generated by the student's account. *(Please note: This code is only valid for 24 hours. If the code becomes invalid, please have a new observer code created by following steps 1 - 3).*

### **Step 2 - Create an Observer Account**

1. Open a web browser and navigate to [www.somds.k12.nj.us/canvas](http://www.somds.k12.nj.us/canvas).
2. Click the Parent Portal icon.
3. Click **Parent of a Canvas User? Click Here For An Account.**
4. Complete the Parent Signup form and click Start Participating.

### **Step 3 - Verify the Observer Account**

1. Log in to the email account used during Step 2.
2. Open the email from Canvas, click the link within the email to confirm registration.

### **Step 4 - Logging into Canvas**

1. Open a web browser and navigate to [www.somds.k12.nj.us/canvas](http://www.somds.k12.nj.us/canvas).
2. Click the Parent Portal icon.
3. Log In using the login credentials created in the previous steps.

### **Information Regarding Managing Multiple Students with the Canvas Observer Account**

If you have more than one student who is working in Canvas this year, have the additional student(s) generate a pairing code following the same process described in step one. Once you have the additional pairing code:

1. Open a web browser and navigate to [www.somds.k12.nj.us/canvas](http://www.somds.k12.nj.us/canvas).
2. Click the Parent Portal icon.
3. Log Into your Canvas Observer account.
4. Select Account > Observing
5. Enter the pairing code for the additional student and click + Student.

# Parent Training: Intro to Canvas Training Dates

Parent (Observer) Overview training sessions are being made available with Canvas. There is limited capacity per training, however, all sessions will be recorded and shared on the District's Canvas website. Parents/guardians can sign up to learn how to use Canvas as an Observer.

All sessions are an hour long and are being run by Canvas representatives directly. The dates are below (additional dates may be added as needed):

Training Dates	Times	Note
Wednesday, September 9	2:00PM - 3:00PM	50 participant maximum
Wednesday, September 9	4:00PM - 5:00PM	50 participant maximum
Thursday, September 10	2:00PM - 3:00PM	50 participant maximum
Thursday, September 10	4:00PM - 5:00PM	50 participant maximum
Friday, September 11	2:00PM - 3:00PM	50 participant maximum
Friday, September 11	4:00PM - 5:00PM	50 participant maximum

- To Sign-Up: <https://www.signupgenius.com/go/60B0548AAAB2CA5FD0-somsd1>
- All sessions will be recorded and shared on the District Canvas website:
  - [www.somsd.k12.nj.us/canvas](http://www.somsd.k12.nj.us/canvas)

SOMSD Parents

## SOMSD - Parent / Observer Overview With Canvas

The South Orange Maplewood School District will be holding Parent Information Sessions with Canvas. During these information sessions, Canvas will review how parents can access the parent / observer portal and how to navigate the Canvas interface.

Each training session will last for an hour and will be recorded. Recordings will be made available on the district Canvas webpage at [www.somsd.k12.nj.us/canvas](http://www.somsd.k12.nj.us/canvas).

- Sept 9, 2020 2:00PM - 3:00PM (50 participant maximum)
- Sept 9, 2020 4:00PM - 5:00PM (50 participant maximum)
- Sept 10, 2020 2:00PM - 3:00PM (50 participant maximum)
- Sept 10, 2020 4:00PM - 5:00PM (50 participant maximum)
- Sept 11, 2020 2:00PM - 3:00PM (50 participant maximum)
- Sept 11, 2020 4:00PM - 5:00PM (50 participant maximum)

Please review the available slots below and click on the button to sign up. Thank you!

Created by: South Orange Maplewood School District

Date (mm/dd/yyyy)	Location	Time (EDT)	Available Slot	Calendar View
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## Canvas Observer Account Resources

Parents/Guardians can review Canvas Observer resources by visiting the links below:

- [Account Registration and Student Pairing](#) (Video)
- [Canvas Overview](#) (Video)
- [Canvas Parent App](#) (Video)
- [Canvas Observer Guide](#)

# Emotional, Health & Wellness Supports

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Social Workers, Social Work Interns, and Counselors will be providing push in supports virtually into classes to support social-emotional health. The counselors have also spent time working on orientation and advisory planning in support of students' mental health.

Counselors are available to support students academically, socially, and emotionally and can provide mental health support or resources for families who may be struggling emotionally. Access to schedule a meeting with a SOMSD counselor or to find a list of local counseling based resources can be found on the District website. To ensure staff is equipped to address social and mental health concerns, Guidance, Social Workers and Counseling will continue to host training opportunities including trauma informed care, mental health first aid, and social emotional learning.

In addition to providing push-in virtual supports, our social work interns will also be facilitating the SOMSD Care Line (973-762-5600 ext. 1850), where they will be offering brief consultations and/or referrals for other services to anyone in need. There is also a series of events centered around supporting students and families during this pandemic, and details can be found on our website.

For additional information on SOMSD Mental Health Resources please visit:  
<http://bit.ly/SOMSDMHResource>



If you or someone in your family is experiencing stress/anxiety, call the  
**SOMSD Care Line**



Call **973-762-5600 Ext. 1855** & leave a message  
Within 24 hours on school days a school social work intern will reach out to  
offer a brief consultation or a referral to other services.

*[Updated on 9/2)*

# SOMSD Counseling Services

Grade Level	Services
Elementary	<p>The Elementary School Social Work Program offers individual &amp; group counseling services for elementary school students (see flyer below).</p> <p><b>For more information or to request services fill out the “Elementary Social Work Request Form”:</b> <a href="http://bit.ly/ElemSWRequestform">http://bit.ly/ElemSWRequestform</a></p>
Middle	<p>Guidance Counselors - Your child’s Guidance Counselor can provide counseling for your child, can connect you with resources available in the Secondary Schools such as the Social Work Intern Programs, ISTEP or ESS programs, and can provide referrals to an outside therapist.</p> <p>Case Managers - available to students with IEPs. You can reach out to them to help plan a response which could include working with a Social Worker, a Social Work Intern, or to receive a referral to an outside therapist.</p>
CHS	<p>Visit CHS Counseling website:  <a href="https://www.somds.k12.nj.us/columbia/guidance/guidance/">https://www.somds.k12.nj.us/columbia/guidance/guidance/</a></p>

**South Orange & Maplewood School District**

**Elementary School Social Work Program**

Individual & Group Counseling Services



**Counseling Program**

The Elementary School Social Work Program offers counseling services for students at each of South Orange and Maplewood School District’s elementary schools. The program offers remote individual and small group counseling with a social work intern. Its aim is to remove barriers to success and to provide students with the social/ emotional support necessary for them to get the most out of their school experience.

**For More Information**

Please click the link below:  
<https://forms.gle/M34PcQYDKbatkySg8>

**Helping Students Succeed**



**Services**

**Areas of Focus can include:**

- Dealing with the many changes that COVID-19 has brought to schools and homes
- Dealing with anxiety
- Managing your feelings (stress, worry, anger, etc.)
- Feeling good about yourself
- Working out friendship problems
- Dealing with peer pressure and bullying
- Dealing with behavioral concerns
- Dealing with loss or family changes
- Crises intervention
- Referrals

**THE ELEMENTARY SCHOOL SOCIAL WORK PROGRAM**  
 South Orange Maplewood School District  
 525 Academy Street  
 Maplewood, NJ 07040

Karen Weiland, LCSW  
 Tel. (973) 762-5600 Ext. 1850





# Parenting Center: Social, Emotional and Academic Crisis Support Speaker Series

View WebEx Links/Times: <http://bit.ly/PCSpSeries>

THE PARENTING CENTER & SOMSD PTAs Present:

## THE SOCIAL/EMOTIONAL/ACADEMIC CRISIS SUPPORT SPEAKER SERIES

September  
15, 2020

### HOW DOES STRESS AFFECT YOUNG CHILDREN AND HOW CAN WE HELP

**GERRY COSTA, PH.D.**

Director, Center for Autism and Early Childhood Mental Health, Professor of Education, Montclair State University



For Pre-K and Kindergarten parents!

A workshop on helping children deal with all the changes COVID-19 has brought to home and school

- A review of the ways in which stress affects kids
- Real strategies to cope with stress

September  
16, 2020

### ACADEMIC SUPPORT FOR REMOTE LEARNING

**MONICA GANT, PH.D.**

Associate Secretary of Delaware Department of Education's Academic Support team (Chief Academic Officer)



A presentation on remote learning during the time of COVID-19 followed by a Q&A session.

September 30  
& October 1,  
2020

### EMOTIONAL SUPPORTS FOR STUDENTS DURING THE COVID EMERGENCY

**NANCY KISLIN, LCSW**

Leading expert in helping parents, educators and communities cultivate resilience in kids in an age of uncertainty



A workshop on providing emotional support for children during this difficult time.

- **Elementary school** parents...Sep. 30
- **Secondary school** parents... Oct. 1

October 8,  
2020

### SOCIAL MEDIA DURING THE PANDEMIC

**LAUREN MURIELLO, MA LPC**

Licensed psychotherapist with expertise working with children, families, couples, and individuals



A presentation on social relatedness and social media in the time of COVID-19

November  
17, 2020

### HOW TO TALK TO YOUR KIDS ABOUT RACE AND RACISM

**ALLISON BRISCOE-SMITH, PH.D.**

Director of Diversity, Equity, and Inclusion Wright Institute, Berkeley, CA



- How do children understand race?
- What are the impacts of racism and implicit bias on education?
- How can we help our children understand #BLM?

# FAQS

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**1. Is this plan for the entirety of the school year or just the first few months of school and then it will be reassessed?**

The District will provide all-virtual instruction for all students through the end of the first marking period, November 12. We will reassess in late October and based on local, state and federal health guidelines we will make a determination on whether we will re-introduce the hybrid instruction model option.

**2. Are our reopening guidelines dictated by the Governor and NJ Department of Education? Does the District have a COVID-19 tolerance/data number that will cause a change in direction?**

Our SOMSD Reopening Plan addresses adherence to the behaviors that prevent the spread of COVID-19 that are outlined in the NJDOE document “The Road Back: Restart and Recovery Plan for Education”. These provisions reflect recommendations of the NJ Department of Health and are informed by CDC guidance.

The District itself does not have a COVID-19 tolerance/data number, but the local health department is constantly monitoring transmission rates and doing risk assessments. We are complying with that public health guidance provided by NJ Department of Health, as well as all executive orders in place by the Governor’s office. When orders are issued within Essex County, we also comply with those regulations. Those regulations are subject to frequent change, so our team closely monitors all updates. Any change in direction would be the result of updated state or local orders.

**3. How will you address social emotional or mental health concerns?**

Counselors are available to support students academically, socially, and emotionally and can provide mental health support or resources for families who may be struggling emotionally. Access to schedule a meeting with a SOMSD counselor or to find a list of local counseling based resources can be found on the District website. To ensure staff is equipped to address social and mental health concerns, Guidance, Social Workers and Counseling will continue to host training opportunities including trauma informed care, mental health first aid, and social emotional learning.

Social Workers, Social Work Interns, and Counselors will be providing push in supports virtually into classes to support social-emotional health. The counselors have also spent time working on orientation and advisory planning in support of students' mental health. In addition to providing push-in virtual supports, our social work interns will also be facilitating the SOMSD Care Line (973-762-5600 ext. 1850), where they will be offering brief consultations and/or referrals for other services to anyone in need. There

is also a series of events centered around supporting students and families during this pandemic, and details can be found on our website.

**4. How long will the school day be?**

Students will have an early dismissal schedule for the first two weeks of school -- September 8-18 (approximately 4 hours per day). Students will transition to a full day beginning September 21 (approximately 5-6 hours per day). See specific schedules for grade levels.

**5. Since we are starting the school year with all-virtual instruction, will a student get to meet their teacher in person before school?**

Students will not have the opportunity to meet their teacher(s) in person prior to the start of the school year. Any orientation and first-time meeting of teachers will happen virtually by schools.

**6. What is the dress code for students?**

School appropriate attire should be worn while on camera (same dress code policy as in-person school learning should be followed). [See Board Policy #5111](#).

**7. Will students participating in remote learning need to purchase school supplies for the new school year?**

Students should purchase all the school supplies that their child's teacher has requested. If anyone is in need of supplies please reach out to your child's teacher.

**8. How will students receive textbooks and other necessary materials needed for their classes?**

We are currently working on a plan to distribute textbooks and classroom supplies during the first 2 weeks of school. More information will come from your building principal.

**9. How will virtual (remote) learning be different from at-home learning during the closure last spring?**

All students will be required to attend and participate in class daily during regular school hours, and instruction will be led by a teacher. Virtual learning this year will be a full course load of instruction and assignments that is comparable to what students who are attending school in-person will be required to complete. All District teachers will receive additional professional development training and support in digital teaching strategies and using Canvas.

**10. If a class is missed, will the ability to watch the recorded class, turn in work and be counted present still be in effect? Do we need to notify the teacher if we know in advance that we will not be present for a live class?**

It is always a great idea to notify the teacher if you are going to miss class. The attendance rules will be in effect the full 2020-2021 school year. Teachers may record their classes and post them in Canvas for students to view at a later date.

**11. Will students be interacting with teachers through Zoom?**

Our students will be interacting with teachers through Google Meet and Collaborations. Collaborations is the integrated web conferencing application found in Canvas. Google Meet and Collaborations will be accessible by students assigned to the class through Canvas. District login credentials will be required to utilize these platforms.

**12. What happens to normal activities during the school year such as; picture day, back to school night, etc.?**

Anything we can do virtually, i.e. - Back to School Night, Parent teacher conferences will be held at the school level. Picture days are run through the PTAs.

**13. Besides athletics, will any other school extra-curricular activities be in place for schools (i.e., clubs, chorus, band, etc.)?**

For athletics, the District will follow all guidelines provided by NJSIAA and the state; in addition to safety guidelines that have been developed for conducting on-campus workouts and practices. Students will be required to follow guidance issued by the NJSIAA. These guidelines can be found on the [Columbia athletics website](#).

For other extracurricular activities, SOMSD will significantly restrict the use of school/district facilities to district-sponsored extracurricular activities and groups with a schedule for cleaning and disinfecting after their use. Understanding that we must defer to our local health department leaders as well as statewide mandates which could at any time cause a shift in methodology. When and if in person, social distancing and hygiene protocols will be maintained by these groups under the supervision of their coaches and activity leaders. Activities in buildings after school must be significantly diminished to the fullest extent possible to allow for proper cleaning time; therefore, external community organizations that use school/district facilities will not be allowed. We understand how important our clubs and activities are to our students, as we always work to educate the 'whole child'. As such, we expect to have many of our clubs and activities available for our students utilizing a virtual methodology.

**14. What about school field trips or school assemblies?**

At this time, SOMSD will cancel field trips, assemblies (may be done virtually at the school levels), and/or other large gatherings.

**15. Are immunizations required for virtual learning?**

Yes. From the NJ Department of Health 8/12/2020: "The value of immunizations is even more evident during this pandemic: therefore, NJDOH will not waive the vaccine requirements nor will there be any extensions for the upcoming school year. Students will be expected to comply with all vaccine requirements prior to attending virtually or in-person at a New Jersey child care/preschool and school. New Jersey still allows for medical and religious exemptions when applicable." Please scan or mail your children's immunization and physical forms to your school nurse. See list of nurses and emails above.

**16. Will my child have remote access to their school nurse during the school day?**

If you have concerns about your child’s health, please consult your Health Care Provider (HCP). In addition, information about Federally Qualified Healthcare Centers is available on the District website. If you have questions specifically for your school nurse, please email your school nurse.

<b>School Nurse/School</b>	<b>Email</b>
Therese Crigler CHS	<a href="mailto:tcrigler@somsd.k12.nj.us">tcrigler@somsd.k12.nj.us</a>
Gretchen Shook CHS	<a href="mailto:gshook@somsd.k12.nj.us">gshook@somsd.k12.nj.us</a>
Hilary Conway MMS	<a href="mailto:hconway@somsd.k12.nj.us">hconway@somsd.k12.nj.us</a>
Keith Turpin SOMS	<a href="mailto:kturpin@somsd.k12.nj.us">kturpin@somsd.k12.nj.us</a>
Joann Harrigan Clinton	<a href="mailto:jharriga@somsd.k12.nj.us">jharriga@somsd.k12.nj.us</a>
Tanisha Anderson Jefferson	<a href="mailto:tanders1@somsd.k12.nj.us">tanders1@somsd.k12.nj.us</a>
Jean Johnson Marshall	<a href="mailto:jjohnson@somsd.k12.nj.us">jjohnson@somsd.k12.nj.us</a>
Steffi Golden Montrose Early Childhood Center	<a href="mailto:sgolden@somsd.k12.nj.us">sgolden@somsd.k12.nj.us</a>
Theresa Oweifie Seth Boyden	<a href="mailto:toweifie@somsd.k12.nj.us">toweifie@somsd.k12.nj.us</a>
Sharyn Wills South Mountain School (SMS) Elementary	<a href="mailto:swills@somsd.k12.nj.us">swills@somsd.k12.nj.us</a>
Julie Porter, RN South Mountain School (SMS) Annex School Nurse Leader	<a href="mailto:jporter@somsd.k12.nj.us">jporter@somsd.k12.nj.us</a>
Angela Thompson Tuscan	<a href="mailto:athompso@somsd.k12.nj.us">athompso@somsd.k12.nj.us</a>

# Glossary of Terms

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**Asynchronous:** Asynchronous, or async, classes have no live instruction. Students work from a plan written by a teacher, who is available to assist through email and other communication methods. Based on the teacher’s plan, students read textbooks, view videos, complete assignments, and take assessments. Because there is no live element to class, students in asynchronous classes can finish their plans within the schedule or due date provided for an assignment;

**Cohort:** Students who are educated at the same period of time—a grade level, a group of students or a class of students;

**Distance Learning:** (See virtual below) A method of studying in which classes are pre-recorded and broadcast or classes are conducted and streamed live by a teacher via the Internet, without the student's needing to attend a school in person;

**Hybrid:** Blended learning where students will have a combination of in-person learning, live virtual interaction with a teacher and remote learning activities; hybrid students will attend classes in-person on some days and receive instruction at home via the internet;

**Pre-recorded:** A lesson that has been recorded in advance so that it can be played later for student instruction;

**“Live” learning:** Students will receive live virtual instruction streamed via the internet;

**Live streaming:** Instructional lessons that are transmitted or received via live video and audio via the internet;

**Remote Learning:** Learning in a way in which the student and the teacher are not physically present in a traditional classroom environment. Information is relayed through technology, such as discussion boards, video conferencing, and posted assignments.

**Synchronous:** Synchronous, or sync, classes have live instruction from a teacher through online classrooms. Students can see their teachers through a webcam, interact with their classmates through a chat box, and participate with a microphone and whiteboard privileges. During live class, students have the opportunity to befriend their classmates and complete group assignments.

**Virtual:** Students will receive live virtual instruction, pre-recorded instruction, teacher led small-groups and independent practice; students in virtual settings do not attend in-person school buildings.