Ocean Township School District

Virtual/Remote Instruction Plan

Ariane Phillips, Superintendent of Schools

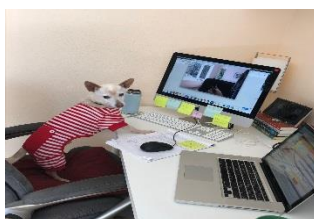Ocean Township School District Board of Education

Fall 2023

Ocean Township School District
Virtual Teaching Guidelines

The following guidelines apply in the case that virtual instruction will need to occur, ie. school wide, class based, or for individual students. At this time, there is no fully remote learning option being offered by the District. Students will be live streamed into their assigned classes. In the event that the NJDOE requires a remote option, additional information will follow.

All students K-6 will be assigned a laptop, mouse, case and headphones by their classroom teacher.

- All teachers must create a Google Classroom and ensure that your students have access.
- In the event that a single student, class or school are quarantined, teachers are expected to provide daily instruction according to their regular class schedule. A live lesson is expected for each of the subject areas, explaining the objective(s) being taught for each subject area and posted onto your Google Classroom along with the daily assignment. Lessons will be live streamed through Google Meets or Zoom.
- Virtual students will meet with specials teachers at assigned times throughout the week as posted on the master schedule and be live streamed into their regularly scheduled class.
- Students will receive OT, PT, Counseling, Sonday, BSI or Speech via live stream instruction.
- Teachers will utilize Google Classroom to post daily assignments and instructional videos.
- All teachers will utilize the parent communication application ClassDojo. Please ensure that you have created an account and that your parents are signed up to receive messages.
- In the event that the need for virtual learning occurs during a testing window, teachers will attempt to collect baseline data using Renaissance Learning (e.g., Early Literacy, STAR Reading, and/or STAR Math) during the first individual student conference.   Teachers may login as the student on RL and share their screen with the student. This will allow the teacher to watch each student as they complete the assessment. (Please see video demonstration.)
    - Renaissance Learning Video Demonstration:
    - https://drive.google.com/file/d/1YPv-B3MkgBFxVf4dgoSBvG5OL-j7qPYa/view?usp=sharing
    - PDF Link:
    - https://drive.google.com/open?id=1yeDj6fArnbQjCDXhg7_prUYjGKDACgv0xzI22I-Q4oU
- Student emails in Google have been activated and can be utilized to communicate with students as needed.
- Should you encounter a student that is not participating on a consistent basis, please notify your assigned principal as soon as a pattern has established.
- When a student is live streamed into the room, their view should be focused on the teacher and educational materials. Please limit the view of other students to the greatest extent possible.
- Please contact Mr. Soletto, director of Technology, regarding any technology needs that you may have regarding the set-up for live streaming students into your room.

Ocean Township School District
Virtual Learning Requirements

- <mark>PreK-2 Students are required to be logged on to the computer and participating during the hours of 8-2:55</mark>
- <mark>Grade 3-6 Students are required to be logged on to the computer and participating during the hours of 8:30-3:25</mark>
- Students will receive a full day, half day and early dismissal schedule that they are expected to adhere to.
- Please check your teacher's website for up to date information.
- Students will receive daily instruction in Language Arts, Mathematics, Science, Social Studies. A prerecorded or live lesson is for each of the subject areas, explaining the objective(s) being taught for each subject area will be posted onto your Google Classroom along with the daily assignment. Lessons may also be streamed through Google Meets or Zoom.
- Virtual students will meet with specials teachers at assigned times throughout the week, according to their schedule.
- If students receive OT, PT, Counseling, Sonday, BSI or Speech, those services will continue virtually.
- Teachers will utilize Google Classroom to post daily assignments and instructional videos. Google Classroom codes will be shared by your assigned teacher/s.
- All teachers will utilize the parent communication application Class Dojo. All parents need to register for Class Dojo. Further information will be sent by your child's teacher.
- A morning class meeting will be held each day for a minimum of 30 minutes to review the expectations and schedule for the day.
- A closing class meeting will be held for 30 minutes each day to wrap up instruction and identify student needs.
- Student attendance will be recorded by 10am and will be based on attendance at the morning class meeting. Virtual students are still expected to adhere to the attendance policy. In the event that a student cannot participate on a given day, parents are expected to contact the main office and the day will be recorded as an absence.
- Completion or non-completion of assignments and participation will not have an impact on attendance and will instead be graded accordingly.
- Students will receive progress reports and report cards each trimester.
- Teachers will provide small group video conferencing with students via virtual platforms such as Zoom or Google Meet to provide small group instruction, review assignments and address skill deficits.
- Individual virtual student conferences will be held regularly. The frequency of this service will be calculated by the number of students in a class.
- Teachers will collect baseline data using Renaissance Learning (e.g., Early Literacy, STAR Reading, and/or STAR Math) during the first individual student conference.
- Student emails in Google have been activated and can be utilized to communicate with teachers as needed.

Students who receive instruction from a special education teacher, will continue to do so and their schedule will be adjusted from the assigned homeroom schedule as needed. All special education case managers to ensure that all IEP's are being satisfied. This will be done via email, phone call, and Zoom if necessary. Further, in the event of district remote status all IEP meetings will be conducted via phone or Zoom to ensure parent participation.

Our ELL students will adhere to our remote learning plan. Further, all communications will be through Google translate and our phone translation service. Our remote ELL program also adheres to differentiation instruction, sheltered instruction, and access to technology and strategies to ensure equity with our regular education population.

School Counselors and CST members will provide support to staff who identify specific needs of various student groups/populations and develop response plans accordingly.

Addressing the Digital Divide

Prior to the school closure, the Ocean Township School District had 1:1 devices for all students in need of a device. All families in the Ocean Township School District were given ample opportunities to request a district provided laptop. During the Health Related School Closure, the district was available by appointment to distribute and address any technical issues with laptops. From March to June, the district provided approximately 60 laptops. For those families who had numerous children in one household, the district provided more than one laptop. Families in the district who identified that they did not have internet were connected with our Information Technology department to review viable options (hotspots) for securing internet. Our administrators and staff also assisted families in connecting with these outside resources. The district has conducted needs assessments of families multiple times, via technology surveys and on our reopening plan questionnaires.

Staff members that need a device can request to have one issued to them by the district. All certified staff members will receive a laptop automatically. Staff members will ensure they have access to any passwords they may need to get on Realtime, Google Drive, etc.

The district has ordered additional laptops in order to provide a laptop to every student in grades K-6. The district is investigating viable internet options for families in need (approximately 7 families identified in our reopening survey).

Food Service and Facilities

Breakfast and lunch meals will continue to be available.

During In Person Instruction

The Ocean Township School District in conjunction with Pomptonian, our food service company will:

Ensure social distancing during lunch times if required
Ensure the safe delivery of meals in the cafeteria
Stagger lunch times

Pomptonian staff will:
Wash hands after removing gloves or after directly handling used food service items and follow all appropriate protocols and procedures.
Wear masks when preparing & serving food.

Breakfast & Lunch:

The district will stagger lunches by grade level.
Students will be directed to wash their hands before and after breakfast and lunch.
Students will eat breakfast and lunch in the cafeteria and social distanced if required.
Students will be encouraged and given the option to eat outside at picnic tables.
Staff will sanitize tables/surfaces after each breakfast and lunch period.
Recess will be staggered by grade level. Students will remain with their assigned classes in order to limit exposure to other groups. Stations will be established on the recess field.

During Virtual Instruction

The Ocean Township School District in conjunction with Pomptonian, our food service company will:

Provide a date, time and location for pickup of school supplied breakfast and lunch.

Facilities

During any extended school closures our district will continue to clean, sanitize, and maintain all buildings within the district.