

# Knowlton Township School District



## Virtual Learning Plan

Revised: September 2022

Board of Education approval: September 27, 2022

### **BACKGROUND**

*In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.*

## OVERVIEW OF VIRTUAL LEARNING

- Students will have live contact with teachers daily. Virtual learning will be a combination of asynchronous and synchronous learning.
- Consistent schedules for online sessions will be shared. Students will follow their normal daily schedule.
- Students are expected to check Google classroom each morning for assignments.
- Students will be given materials including some paper based activities to use for online lessons and supplies for activities.
- Families requiring any kind of technology support are encouraged to reach out to the school.
- Once virtual learning is implemented at Knowlton Township Elementary, the Superintendent will provide the county office with a list of essential employees for their reference.

## PLANS FOR IMPLEMENTING VIRTUAL LEARNING

### Technology/Internet Access

- All students will be assigned an iPad or a Chromebook depending on grade level.
- Any family requesting assistance with internet access will be provided with a hotspot.
- Technology assistance will be available to any family in need of technology support.

### Scheduling

- The Virtual Learning Day will follow the regular school day schedule unless otherwise announced as an early dismissal day. The Virtual Learning Day will be a minimum of 4 hours, excluding lunch and recess, but including both synchronous and asynchronous instructional time.
- Teachers will post links to classes in google classroom using Zoom.
- Attendance will be verified daily by the homeroom teacher.

### Lunch

- Families will be able to order a bagged breakfast and lunch during any emergency or individual remote instructional period.
- Pick up times will be communicated through our main office and automated system, as necessary.
- Delivery will be arranged to those without transportation.

### Maintenance of Facility

- The Head of Maintenance and district custodial staff will continue to maintain KTES with regular cleaning, HVAC and boiler checks, outdoor clean up.
- There will be utilization of a building checklist to ensure consistency.



# EXPECTATIONS FOR VIRTUAL LEARNING

## Classes:

### **Blended Learning Plan that includes Virtual Instruction**

**\*This plan will apply when school is open for in-person instruction but may have students quarantined due to the pandemic.**

All subject areas

- Daily lessons with teachers will be provided Monday- Friday according to the student's schedule.
- Modifications may be made to the schedule with prior approval from administration.
- Content areas will follow Board of Education approved curriculum.
- Assignments and assessments will be electronically posted and submitted as often as possible.
- Teachers will maximize instructional time to demonstrate content and check for understanding.
- Students will be expected to participate in virtual lessons and complete assignments in a timely manner.
- Classes may be live streamed, small group sessions or video lessons. (see Lesson Structure)
- Teachers will provide weekly schedules for students and parents.

### **Virtual Learning Plan**

**\*This plan would apply if the school is closed for virtual learning only.**

All subject areas

- Daily lessons with teachers will be provided Monday- Friday according to the student's schedule.
- Modifications may be made to the schedule with prior approval of administration.
- Content areas will follow Board of Education approved curriculum.
- Assignments and assessments will be electronically posted and submitted as often as possible.
- Teachers will maximize instructional time to demonstrate content and check for understanding.
- Students will be expected to participate in virtual lessons and complete assignments in a timely manner.
- Classes may be live streamed, small group sessions or video lessons. (see Lesson Structure)
- Teachers will provide weekly schedules for students and parents.



### **Special Area Classes:**

\*Applies to both the Blended Learning Plan and Virtual Learning Plan

#### **Music, Art, Health, Physical Education and Spanish**

- Provide necessary supplies and/or technology platforms for at home lesson and projects.
- Lessons will be accessible through individual teacher Google Classrooms.
- Classes will follow the normal school schedule unless otherwise announced.

#### **Band**

- Individual and group virtual lessons will be scheduled.

#### **Accelerated Learning**

- SAGE classes and engagement in consortium events will continue with virtual participation.

#### **Related Services and Counseling**

- Sessions will be scheduled virtually.

### **Lesson Structure for Virtual Learning**

Blended Learning Plan that includes Virtual Instruction Expectations:

\*These expectations would be used if the school is following a Blended Learning Schedule with some students in school and some at home for quarantine.

- Teachers may use screen share/Zoom, Google Classroom for lessons both in-person and for students at home at the same time or, may use a flipped classroom approach where teachers will use recorded video lessons and assign daily practice for virtual students.
- Online live sessions will be devoted to reinforcing lessons, checking on student understanding and answering questions.
- Fully virtual days will follow the Virtual Learning expectations below.

Virtual Learning Lesson Expectations:

\*These expectations will be used for full virtual learning days.

- Lessons will be similar to regular classroom instruction which would include an introduction, demonstrating concepts, whole group practice and assigned independent practice or any other methodologies deemed necessary by the teacher for optimum instruction.
- Teachers will use screen share and other methods to demonstrate concepts, make anchor charts and show different components of the learning.
- Students will be expected to participate. Ways to participate will be to use at home whiteboards for students to show answers to check for understanding, raise hands, be prepared to be called on, or any other ways to participate as determined by the teacher.
- Teachers may opt to go over previously assigned practices to ensure understandings as well.
- Whenever possible, teachers will create small groups to work collaboratively or allow student presentations of projects.



- Students may be expected to view content before a lesson to be prepared. Examples may include a read aloud of a book, viewing a video clip, etc. Students should be prepared to talk about the content. Students should check all subjects in Google Classroom each day for assignments and necessary links.
- Class events such as show and tell or other morning meeting activities may be added in weekly to encourage socialization.
- Virtual field trips and the opportunity to participate in other virtual learning activities will be incorporated.
- Special education students will receive modifications and accommodations consistent with their IEPs to the extent possible. Efforts will be made to support students with virtual one on one assistance and/or instruction as necessary. Case managers will ensure adequate progress towards goals is being made and will monitor IEP implementation consistently while in the virtual environment. Meetings will be held virtually as per Special Education Law and/or the request of the Child Study Team.
- ELL students will have access to the programs in the KTES ELL plan. Families will be provided with translation materials, interpretative services and literary level appropriate information as necessary. Students will have access to differentiated instruction.
- Students with an approved 504 plan will receive modifications and accommodations, as applicable.
- Parents are encouraged to communicate with teachers if there are scheduling conflicts or other barriers to attending lessons.
- Teachers will maximize instructional time to introduce and demonstrate concepts.
- Schedules will include a combination of asynchronous and synchronous learning for students.

### **Attendance**

- Teachers may post daily morning meeting activities or reflections for students to complete to check in for attendance or some other daily check in.
- In addition to checking in, students are expected to attend daily classes or they will be marked absent for the day.
- Students absent for 2 or more days may receive a phone call and/or other communication from the school.
- If there are scheduling conflicts, parents are encouraged to reach out to teachers for assistance in navigating the schedule.
- Daily reflections can be shared as a separate activity weekly or during a snack time social.

### **Social Emotional Learning**

- Teachers will encourage collaboration and socialization as much as possible during instruction.
- Efforts will be made to provide at least one socialization/sharing activity per week.
- Teachers will be trained in the areas of culturally responsive teaching and learning, SEL and trauma informed practices.
- Virtual health lessons will target emotional health in addition to the curricular topics.

### **Grading in the Virtual Classroom**

- Assignments are expected to be completed and submitted.
- Posted assignments will be graded.
- Grading practices will align with the KTES Grading Scale.



### **Organization in the Virtual Classroom**

- All classes will use Google Classroom to post assignments and communicate with students.
- Teachers will communicate with parents through a variety of platforms including but not limited to: email, Google Classroom, Classtag or Class Dojo.
- Families are encouraged to help students maintain a daily schedule for school.
- Class meetings will take place via Zoom. Links will be posted in Google Classroom.

### **Student Code of Conduct for the Virtual Learning Environment**

Families are encouraged to set up a virtual environment that is conducive to learning. Students should have an appropriate place to sit (such as a desk or table) where they are able to work and contribute to the lesson. Students should have a quiet place to work, free from distractions so they can attend to the lesson. Students will be expected to follow all of the same behavior expectations as outlined on the Parent Information Sheet and Remote Student Code of Conduct. In addition, students will be expected to abide by the following:

- Listen carefully for teacher direction.
- Teachers will tell students how to indicate they would like to speak or participate in class. Students should wait to be called on.
- Comments to the class should be appropriate.
- Class time is limited so students should focus full attention on their classes.
- Students should minimize distractions on their screens while lessons are taking place.
- Try to minimize background noise.
- Try to minimize other activities while attending classes
- Cameras/video should be on the entire time for classes, depending on teacher instructions.

# KTES Online Meeting Expectations



<b>Be ON TIME</b>	<b>Mute Yourself</b>	<b>Participate</b>
Be prepared for lessons. Check your technology.	Mute yourself when you arrive. Use headphones if you have them.	Focus on the lesson. Be prepared to answer questions.
<b>Home Setting</b>	<b>Wait your turn</b>	<b>Chat Responsibly</b>
Find a quiet location. Listen to directions.	Raise your hand. Wait for your teacher to call on you.	Use chat for classroom questions only.

### **Helpful Tips to Make Virtual Learning Successful**

- \*Communication between teachers and parents is paramount to the success of the virtual classroom. Please reach out if your child or family needs any support.
- \*Establishing a virtual learning environment that is conducive to schoolwork in the home is key to keep students focused and on-task.
- \*Involve students in scheduling their day! Create a checklist to help children visual their daily tasks and set routines.
- \*Student independence should be encouraged as often as possible.

### **Extended Closure**

Should the entire district be required to close for more than three consecutive days due to a declared emergency, declared public health emergency or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, the district will provide remote instruction commensurate with in-person instruction that will count towards the district's 180-day requirement. A combination of synchronous and asynchronous instruction will be provided on all core subjects and special areas. Student schedules will reflect a four-hour instructional day with breaks during the hours of 8:30am-12:30pm.

*Please note: This document will be reviewed and updated yearly as required by the New Jersey Department of Education.*

