

DUNELLEN PUBLIC SCHOOLS



*Emergency Virtual or Remote Instruction
Programs for the 2021-2022 School Year*

Virtual Instruction Plan for 2021-2022

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 Local Educational Agencies 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 a 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. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

School Districts must include the statutory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 SY," in their plans for virtual or remote instruction for the 2021- 2022 school year. This must include a plan for providing daily virtual instruction, a plan for providing access to technology for all students, and a plan to maintain distribution of food while children are learning from home.

The 2021-2022 plans must be approved by the district's board of education or board of trustees (board), submitted to the county office of education for review and approval, and posted on the district's website. The board-approved plan and checklist are due to the county office of education no later than October 29, 2021. In the event that the LEA is directed to provide virtual or remote instruction.

Fortunately for the students of Dunellen, the district, five years ago, invested in a 1:1 initiative that provided every student with a Chromebook. The plan was initially rolled out in the high school but trickled downward in each succeeding year. By September 30, 2020, all students in grades Pre-K through 12 had a district-issued Chromebook. As a result, students in the Dunellen School District were able to participate in both virtual and, later, hybrid instruction during the 2020 - 2021 school year and are well suited to flourish in either mode of instruction should they be forced to do so in the future.

The Dunellen School District's technology capabilities include:

- Expanded bandwidth that will allow for a higher quality of uninterrupted transmission.
- Ability to provide internet access to those who don't have it at home.
- The ability to livestream classes in every classroom in all three buildings in the district.
- Immediate Chromebook repair or replacement available on site through the Dunellen IT Department.
- Document cameras were purchased to allow teachers to enhance their lessons.
- Providing professional development workshops on teaching virtually.
- Providing professional development on the use of live streaming in the classroom.
- Providing professional development for the best use of educational resources when teaching virtually.
- The use of Ed Puzzle to maximize student attention when watching recorded teacher lessons and other educational videos.
- Using G Suite (formerly Google Apps) as our primary platform for remote instruction, Google Classroom as the main hub for teacher communication, assignments and grading, and Google Meet for teleconferencing.

Remote Learning Plan **John P. Faber Elementary School**

Plan - To provide remote instruction to all students from 8:15 to 2:27. Students will follow their regular day schedule and participate in classes online. Remote Learning involves five days per week of teacher-directed/synchronous and independent learning. Students in elementary school will follow a remote learning schedule reflective of their traditional schedule times and courses for online learning (see below). Content Delivery will be done through virtual learning. The purpose of what is provided by John P. Faber School is to ensure that all families have consistent, equal access to the most essential part of school.

All staff will create google classrooms and students will be a part of the google classrooms of each of their teachers.

- This includes BSI, ESL, Special Areas Resource teachers and Special Services.
- This will allow for students to have class virtually with all their teachers at the designated time in their schedule.

Instructional Time Guidelines Per Day Pre-K– 5th grades are scheduled for approximately 330 minutes per day. During the week students will have the opportunity to participate in Specials (i.e. PE, Art, Music, and Counseling) through instructional activities that enhance movement, creativity, music, and social/emotional supports.

If a teacher is absent for the day, students will be provided asynchronous work that will be posted on the teacher’s google classroom.

Elementary materials being used are from the CORE programs scholars will be using:

- Tools of the Mind (Pre-K)
- FUNdations (K-2 nd) (Foundational Skills)
- Fountas and Pinell (K-2) (Reading English Language Arts)
- Novel Study (3-5)
- Envision Math (K-5th)

Attendance Requirements

- Teachers will take attendance daily. Students will login to their teachers homeroom. Teachers will record attendance of the students and submit to the office for input into the Genesis information system by the office staff.
- All students are expected to have contact with their classroom teacher daily. Faber School will develop other means to check on families who do not regularly check in with their child’s teacher and which will consider safe welfare checks. John P. Faber administrators may involve court action if attendance is not documented within 5 school days.

Sample K-5th Grade Student Schedule: Students will log into class virtually at the appropriate time.

Period	Time
Homeroom	8:20 -8:30
1st Period	8:30-9:07
2nd Period	9:10-9:47
3rd Period	9:50-10:27
4th Period	10:30-11:07
5th Period	11:10-11:47
6th Period	11:50-12:27
7th Period	12:30-1:07
8th Period	1:10-1:47

9th Period	1:50-2:27
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*** Pre K-Students will be dismissed virtually at 2:00pm Daily**

- Students will log in for homeroom and follow their daily schedule.
- All students will join the google classroom of their homeroom teacher and their special area teachers at the scheduled time.
- Students will have a screen break/ recess period, snack break and lunch.
- The schedule will be broken down into the following
 - 2 periods of ELA
 - 2 periods of Math
 - 1 period of Writing
 - 1 period of Special
 - 1 Period of Social Studies/Science
 - Lunch Period
 - Recess/ Screen Break Period

The following are guidelines or helpful hints to help parents/guardians support scholars becoming learners at home. It is important to remember that home is not school, so things will look and feel different for your children as they transition into this model:

1. Limit Distractions - You should limit their use of their devices, other than what is needed to complete their work, until their schoolwork is done. If you choose, you can allow your child to play on a device during a designated break, but make them aware that they only have a limited amount of time until they need to get back to work.
2. Provide a Space to Learn - Your children will achieve their best work in a quiet, comfortable, and dedicated space that is strictly devoted to learning. This space should be a different set-up than where they normally play games or watch television.
3. Establish Routines and Procedures - Routines and schedules are extremely important for children at school, and this is no different than their at-home school. Children will function best if they maintain their routine as close to normal as possible. Setting alarms similar to those they would encounter at school can be helpful for keeping them on a schedule.
4. Keep Learning a Priority - It's important to remind students education still comes first. Obligations like class assignments, grades, tests, aren't going away just because classes have moved online.

Remote Learning Plan Lincoln Middle School and Dunellen High School

OVERVIEW

In the event that we return to full-time, remote learning, district-wide, we are prepared to maintain the expected quality of instruction for the students. To do so, this document outlines the structures, expectations, and tools to ensure that we continue to provide a rich learning experience for all. Teachers will be providing direct instruction to the students and it will be required that the students attend the sessions each class period, each school day. Expectations for the various roles in our school are listed below.

STRUCTURES - REMOTE LEARNING

- A “remote school day” will be approximately 6 hours in length for students, from 7:40 am - 1:37 pm for DHS, 7:50 - 1:50 for LMS (schedule at the bottom.)
- Students will “access” school using their school-issued Chromebook and the Google Classroom platform or a website link.
- All students will have a district-issued Chromebook.
- Attendance will be taken each class period. Students **must** log into each class and **must** have their camera on for the entire class period.
- All staff will have roles and responsibilities to support the operations of “virtual school” and to be responsive to students and families.
- Students will be able to participate in extracurricular activities virtually with the advisers.

EXPECTATIONS

Students will...

- Access “school” by “attending” each class and completing daily lessons/demonstrations of learning/assignments.
- Follow their schedule to access the daily lessons.
- **Log on and have their cameras on for each class. Attendance will be taken and enforced.**
- Reach out to teachers with any questions or issues.

- Contact school regarding any issues with their Chromebooks, Techsupport@dunellenschools.org

DHS Parents/Guardians will...

- Ensure access to technology for your child.
- Communicate with staff with any issues or questions.
- Report any absences via the attendance office line or email samgarnii@dunellenschools.org
- Contact Mrs. MacManus, the school nurse with an health concerns: Macmanusl@dunellenschools.org
- Support your child with the online platform for learning.

LMS Parents/Guardians will...

- Ensure access to technology for your child.
- Communicate with staff with any issues or questions
- Report any absences via the office line or email valentint@dunellenschools.org
- Contact Mrs. MacManus, the school nurse with an health concerns: Macmanusl@dunellenschools.org
- Support your child with the online platform for learning.

Teaching Staff will...

- Plan for and provide daily instruction for all courses, ensuring that the curriculum is being moved forward and structured as follows:
 - Direct Instruction: Live, online instruction/videos/other online platforms
 - Demonstration of Learning: Learning activities and assignments
- Use Google Classroom (or website) as the main communication platform.
- Maintain an accurate and up-to-date attendance/participation record.
- Maintain the GENESIS grade book to reflect the necessary tasks/assignments.
- Communicate with school administration and families.

School Nurses will...

- Coordinate with the district regarding guidelines and necessary precautions
- Maintain open communication with families.

Counselors/Child Study Team will...

- Provide resources and tools to support the social/emotional needs of students and families.
- Maintain open communication with families.
- Check on student attendance.

Administration will...

- Monitor daily student attendance.
- Communicate with teachers regarding any “non-active” participants and serve as the liaison to home regarding cause/reason.
- Oversee the daily operations of the “virtual school”
- Provide frequent communication to staff members and families.
- Serve as the point person for all concerns, issues, matters impacting the school.

TOOLS/RESOURCES

The list below is designed to provide support with a “remote school” day.

Tool	Link	How to Use
Genesis	Genesis online portal	<ul style="list-style-type: none">● Genesis is where you can view your child’s records
DHS Website	Dunellen High School	<ul style="list-style-type: none">● The school website will have the most current information for DHS
Twitter	@DunellenHS @DunellenLMS	<ul style="list-style-type: none">● Announcements and information will be provided

<p>IMPORTANT NUMBERS AT DHS</p>	<p>Main Number: 732-400-5900 ext 2300 (DHS) 732-400-5900 ext 4300 (LMS)</p> <p>Attendance Line - 732-400-5900 ext 2310 (DHS) 732-400-5900 ext. 4300 (LMS)</p> <p>Paul Lynch- Principal DHS- x 2305 Lynchp@dunellenschools.org</p> <p>Cuyler Tobin -Asst. Principal DHS x2315 Tobinc@dunellenschools.org</p> <p>Kristen Yorkanis - Counselor DHS- Gr. 9, 11 x2322 Yorkanisk@dunellenschools.org</p> <p>Tamara Guzman - Counselor DHS - Gr. 10, 12 x2321 Guzmant@dunellenschools.org</p> <p>Lori MacManus-Nurse x2330 Macmanusl@dunellenschools.org</p> <p>Lisa Leibowitz - SAC x2326 Leibowitzl@dunellenschools.org</p> <p>Amanda Lamoglia - Dir of Special Services x 1050 Lamogliaa@dunellenschools.org</p>
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<p>IMPORTANT NUMBERS AT LMS</p>	<p>Main Number: 732-400-5900 ext 4300 (LMS)</p> <p>Attendance Line - 732-400-5900 ext. 4300 (LMS)</p> <p>Robert Altmire- Principal LMS- x 4305 Altmirer@dunelleschools.org</p> <p>Taylor Welsh- Counselor LMS- Gr. 6,7 & 8 x4320 Welsht@dunellenschools.org</p> <p>Lori MacManus-Nurse x2330 Macmanusl@dunellenschools.org</p> <p>Amanda Lamoglia - Dir of Special Services x 1050 Lamogliaa@dunellenschools.org</p>
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REMOTE SCHOOL DAY SCHEDULE

Class Period	Class Times
0	7:00 - 7:35
1	7:40 - 8:17
2	8:20 - 8:57
3	9:00 - 9:37
4	9:40 - 10:17
5	10:20 - 10:57
6	11:00 - 11:37
7	11:40 - 12:17
8	12:20 - 12:57
9	1:00 - 1:37
LMS HR	1:40 - 1:50

Food Distribution

If we are forced to go to remote learning for an extended time, and the state permits, all of the students and/or their parents will be able to pick up food daily either at Dunellen High School or Faber Elementary School.

All meals will be pre-packed and ready for distribution from 10:00am until 2:00pm.

John P. Faber:

All Food Service handlers will wear gloves and a mask at all times.

- A parent or child will come up to the table set up in front of the school (Kitchen Door Entrance).

- If more than one person is present, the next person will wait on the sidewalk (about 20 feet away) until the person at the table has left. Any other person will line up at least 6 feet away from each other.
- The Food Service Employee is inside the building and will open the door slightly to hear the quantity to prepare.
- The Food Service Employee will place the meal on the table where the individual can grab and go.
- The table and meal collection area will be thoroughly cleaned and disinfected.

Dunellen High School:

All Food Service handlers will wear gloves and a mask at all times.

- A Parent or child will come up to the table set up at the side entrance of the school (Auditorium entrance).
- If more than one person is present, the next person will wait on the sidewalk (at least 6 feet away) until the person at the table has left.
- Any other person will line up maintaining at least 6 feet of distance from each other.
- The Food Service Employee is inside the building and will come outside to the table maintaining at least 6 feet of distance to hear the quantity to prepare.
- The Food Service Employee will place the meal on the table where the parent can grab and go.
- The table and meal collection area will be thoroughly cleaned and disinfected.

All students who are receiving remote instruction will be eligible to receive food Monday through Friday following the schedule below:

Remote Instruction Food Pick-Up Schedule

<u>Day</u>	<u>Time Schedule</u>	<u>Description</u>
Monday	10:00am - 2:00pm (DHS) 10:00am - 2:00 pm (Faber)	Students will receive breakfast for the next day and lunch for the day

Tuesday	10:00am - 2:00pm (DHS) 10:00am - 2:00 pm (Faber)	Students will receive breakfast for the next day and lunch for the day
Wednesday	10:00am - 2:00pm (DHS) 10:00am - 2:00 pm (Faber)	Students will receive breakfast for the next day and lunch for the day
Thursday	10:00am - 2:00pm (DHS) 10:00am - 2:00 pm (Faber)	Students will receive breakfast for the next day and lunch for the day
Friday	10:00am - 2:00pm (DHS) 10:00am - 2:00 pm (Faber)	Students will receive breakfast for the next day and lunch for the day <i>(will also receive meals for Saturday, Sunday and breakfast for Monday)</i>

This Emergency Virtual or Remote Instruction Program for the Dunellen School District was designed to continue meeting the educational needs of our students in the event of a situation that prevents students from attending school in person. It has an established framework that meets the requirements established by the state legislature and the Department of Education, but it was also conceived as a living document that can easily be updated and/or amended as the situation warrants.