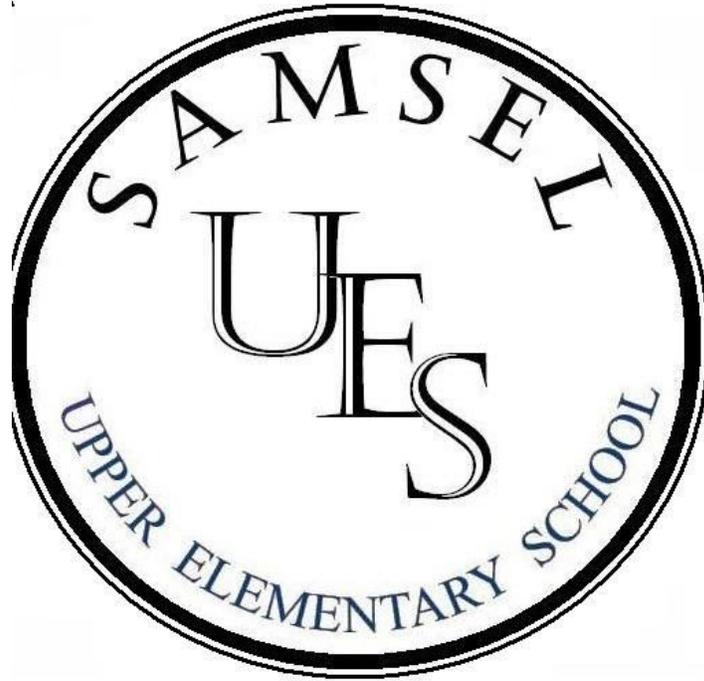


Samsel Upper Elementary School



Restart of School Plan Parent Edition

August 28, 2020

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Samsel Upper Elementary School Restart of School Plan

Preface

In June, 2020, the New Jersey Department of Education (NJDOE) released guidance for reopening public schools in a 104-page document entitled: The Road Back Restart and Recovery Plan for Education. As required in this plan, in order to ensure a safe and equitable opening of schools for in-person instruction for all students and staff, school districts would have to produce a Restart of Schools Plan that effectively addresses the “minimum standards” in the following specified “key subject areas” and must share with their communities said plan four weeks before the start of the 2020-21 school year, as defined by each school district’s approved school year calendar.

- Leadership for Planning
- Policy and Funding
- Conditions for Learning
- Continuity of Learning

Soon after the district plan was approved by the NJDOE and shared with the community, the Samsel Upper Elementary School (SUES) assembled a site-based School Restart Committee and convened meetings for the purpose of developing this individual School Restart Plans that is in alignment with the district plan. This restart plan uses those same key subject areas as a framework to safely and effectively reopen the SUES, with the majority of new content located in the “Conditions for Learning” and “Continuity of Learning” sections. Throughout this document the reader may be asked to refer to the district plan for topics that are important for both staff and parents to review.

On August 21, 2020, the district resubmitted its 2020-2021 Restart of School Plan to the NJDOE and requested that it be permitted to provide full time remote learning for all students in the district for the entirety of the first marking period, which ends on November 12, 2020.

This plan may be changed/updated as needed depending on guidance or directives from the Governor, CDC, NJDOH, NJDOE, or district administration.

Leadership and Planning

Stakeholder Involvement

School Restart Committee

Shortly after the district plan was shared with the community, the SUES assembled a site-based School Restart Committee and convened meetings for the purpose of developing this individual School Restart Plan that is in alignment with the district plan. The committee consisted of the building administration, faculty members from each subject and grade level in Language Arts Literacy (LAL) and Math, a Special Education teacher, a Specials teacher, and an Academic Support Instruction (ASI) teacher. The committee also consisted of a school nurse, a custodian, a paraprofessional, a food service worker, and a parent that is a PTO officer.

Scheduling

Full Time Remote or Virtual Instruction Option

The NJDOE is providing parents with the option to have their children participate in full time virtual learning. Upon receipt of a written request, the principal will confirm with the parent/guardian a start date and end date for participation in the fulltime remote learning program. However, all requests for transfer in/out of full time remote learning, or any changes to dates or participation must be submitted in writing by the parent/guardian to the student's principal (stacey.coglianese@sayrevillek12.net) at a minimum of five school days in advance of the change and/or requested start date.

Phase Approach

Rather than develop a single plan to start in-person instruction before thrusting the district back into full time "normal" instruction, the districts plan will utilize a phase methodological approach so that students and staff can slowly and safely re-acclimate themselves with in-person instruction in a school building environment. The district will utilize the available health data provided by the NJDOH and NJDOE to transition from one phase to the next.

Flipped Classroom Virtual Foundation

For the past decade, especially with the advancement of technology infrastructure, devices, and platforms, school districts have been exploring what is called a "flipped classroom" instructional approach where the foundation of learning is developed at home virtually and then supported and supplemented by in-person instruction in school. Although the research on this philosophical approach is generally inconclusive and thus may not be supported during normal learning conditions, due to the COVID-19 pandemic, this plan will rely heavily on it during the first two phases (Phase 2a and b)

before slowly transitioning back to traditional in-person learning supported and supplemented by virtual instruction beginning in Phase 3 and then Phase 4.

Phases

The SUES will follow all phases of the district “Restart of School Plan.” The decision to move from one phase to the next will be made at the district level, or at the direction of the NJDOH or Governor. Please refer to the district plan for the specific requirements of each phase. The district plan can be found at: www.sayrevillek12.net.

PHASE 1

- Full-time Remote Learning for all students

PHASE 2A

- Abbreviated day in-person instruction for students broken into two cohorts A & B one day per week for each cohort.
- When students are not in school for in-person instruction, they will be required to participate virtually in synchronous instruction during that time.
- Your child’s assigned cohort can be found when viewing his/her schedule in Oncourse.

Monday	Tuesday	Wednesday	Thursday	Friday
Virtual	Cohort A	Virtual	Cohort B	Virtual

PHASE 2B

- Abbreviated day in-person instruction for students broken into two cohorts A & B two days per week for each cohort.
- When students are not in school for in-person instruction, they will be required to participate virtually in synchronous instruction during that time.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort B	Cohort A	Virtual	Cohort B	Cohort A

PHASE 3

- Abbreviated day in-person instruction for all students broken into two cohorts A & B four days per week for each cohort.
- When students are not in school for in-person instruction, they will be required to participate virtually in synchronous instruction during that time.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A & B	Cohort A & B	Virtual	Cohort A & B	Cohort A & B

PHASE 4 -The New Normal

- Full day in-person instruction for all students five days per week.

Monday	Tuesday	Wednesday	Thursday	Friday
All Students				

Phase Calendar

The district resubmitted its 2020-21 Restart of School Plan to the NJDOE and requested that it be permitted to provide full time remote learning for all students in the district for the entirety of the first marking period, which ends on November 12, 2020.

Along with participating in virtual faculty/department meetings, and participating in required professional development and training, during the first two contractual days of work for faculty (September 1st and 2nd), they will be required to make personal contact with each of their students in all their classes so that they can introduce themselves and prepare their students for the start of virtual instruction on September 3rd.

Policy and Funding

Equity

Access to Technology Devices and Wi-Fi

Regardless of the type of instructional delivery the parent/guardian of a student chooses, every student will have access to a device. Students whose families cannot afford, and do not have access to internet services will have them provided by the district through Altice. Please refer to the district restart plan for additional information on this.

For a hybrid instructional model as outlined in phases 2a, 2b, and 3, classrooms will have the ability to provide synchronous instruction via simulcast to in-person and remote learners. The district will be supporting Google Meet and Webex for simulcasting instruction.

Understanding the need for communication between parents/guardians and school personnel, the district will support Webex and Google Meet. While these services will be utilized by teachers to provide instruction to remote learners, Administrators, child study team members, and school counselors will also use these platforms to conduct meetings with parents/guardians including, but not limited to IEP meetings.

Student Attendance

Attendance during virtual and hybrid instruction is required and recorded. During all virtual days and synchronous learning periods, students who are remote learners will have their attendance recorded by their homeroom teacher via their presence in a Google Meet or Webex. Parents/guardians must make certain that children attend classes. For students who attend in-person instruction during later phases, established attendance policies will apply.

Delivery of Instruction

The district is committed to making certain that teachers deliver instruction using the best practices available. To that end, during the summer, prior to schools reopening, and throughout the rest of the year, the district will provide teachers with professional development workshops to enhance teacher delivery of instruction to remote learners. The district is committed to providing remote learners with the best instruction delivered utilizing the best practices via synchronous instruction, as well as a virtual platform.

Food Security

In order to provide the safest environment for our students while social distancing restrictions are being enforced, the district will provide students who are eligible for free and reduced meals (FARM) or who pay full price, with a grab and go meal option for students in 4th and 5th grade to eat in school.

Conditions for Learning

Personal Protection Equipment and Procedures

Personal Protective Equipment

Face Coverings: The Sayreville Public Schools is requiring that all staff, students, and visitors wear a face covering at all times while on school grounds. Students and staff that wish to be exempt from this policy, must provide medical documentation to be included in an IEP, 504, IHP, or other appropriate student/staff plans for accommodation procedures. Staff, students, and visitors will be required to provide their own face coverings as required under New Jersey executive orders. A limited supply of disposable face coverings will be available at the main entrance of all buildings and in the nurse's office.

Students failing to comply with face covering procedures and policies will be referred to administration and the student code of conduct will be applied to them.

District medical staff will be provided with a supply of N95 disposable face coverings to use as appropriate, in the event of a suspected or confirmed COVID-19 or other contagious infection case.

Face Coverings on School Buses: Face covering must be worn by all staff on busses. Drivers may lower their mask once all passengers and the bus aide are seated and buckled, as to not hinder their sight while driving. All passengers must wear masks while on the bus.

Face Shields: The Sayreville Public Schools is providing all instructional and medical staff with face shields to use in addition to face coverings when working in close contact with students, or in such limited cases where a face covering may not be possible and/or recommended to wear. The use of a face shield in place of a face covering must be approved and included in an appropriate accommodation plan.

Students and visitors will not be required to wear a face shield, nor will they be provided with a face shield. However, any student may choose to do so, as long as they do so safely, as defined by administration and medical staff. Face shields will not be considered a replacement for face coverings for students, unless approved in an appropriate accommodation plan. Face shields will not be considered a replacement for face coverings for visitors.

Sayreville Public Schools Defining of a Face Covering: While on school grounds a face covering will be defined as mask or other similar covering that:

- Completely covers an individual's mouth and nose at all times when in use

- Face coverings will not otherwise violate existing staff or student dress code policies
- Face coverings must adhere to CDC and NJ-DOH guidance
 - Currently the CDC does not recommend masks with exhalation valves or vents. Such masks will not qualify as a face covering while on school grounds. Such masks can be worn in addition to a face covering that does meet all other guidance and requirements.
- Face coverings must be maintained in a fashion that adheres to CDC and NJ-DOH guidance
- Face shields are not currently recommended by the CDC as a stand-alone face covering and should be worn in conjunction with a face covering that specifically covers the nose and mouth.
- For a face covering to be effective it must be worn correctly. CDC guidance for correctly wearing a mask is provided in the links at the bottom of this document and summarized in the following bullets
 - Put face coverings over your nose and mouth and secure it under your chin
 - Try to fit face covering snugly against the sides of your face
 - Make sure you can breathe easily
 - The CDC recommends that you wash your hands before putting on or touching your face covering. Face coverings should be fitted in a fashion so that the covering is not falling from a position or placement that covers the mouth and nose and does not require constant adjustment to maintain coverage over the mouth and nose.

Hand Sanitizer: All classrooms will be provided with hand sanitizer that can be used throughout the school day. There will also be hand sanitizer stations in main entrances and in areas identified as high traffic or high risk.

Disinfecting Wipes and Sprays: The district will provide staff with disinfecting wipes for use on any device or supplies that must be shared between students or class sessions. However, whenever possible, no devices or supplies will be shared. All staff will be responsible for ensuring that any device or supply that is shared is disinfected between uses.

Dress Code: The district's dress code must be adhered to at all times during both in-person and virtual instruction. Face coverings worn in the building should be school appropriate.

Personal Protective Procedures

Covid-19 Testing and Flu Vaccination: Refer to the district's restart plan.

Social Distancing: The school will require social distancing, which is defined as six feet or more between people, in all public and common areas of the building. Willful failure to adhere to social distancing guidelines will be subject to referral and action from the appropriate authority. Where social distancing may not be possible, maximum possible distancing will be adhered to. Exemptions to this procedure will be made where necessary to maintain the safety, health, wellbeing, and instructional integrity of the school environment and all those within it.

Social Distancing on School Buses: Drivers will use assigned seating to ensure that all students are spaced to the maximum extent possible on each bus. Parents/guardians choosing to utilize transportation will need to sign and return a waiver indicating his/her understanding of the fact that six foot social distancing may not be possible.

Social Distancing for Meetings: Whenever possible, all meetings will be held virtually. All in-person meetings must be approved by a district administrator. All social distancing requirements must be followed. See the district plan for more information.

Hand Washing/Sanitizing Frequency: At a minimum, students should wash their hands with soap and water before and after meals (breakfast and lunch) and after using the bathroom. Hand sanitizer may be used throughout the day at the teachers discretion.

Classroom Usage: Rather than having students switch classrooms for specials and core subject areas, students will stay in their same classroom all day (with the exception of PE and Recess). Team teachers of core subject areas (Math/Science and LAL/Social Studies) will switch classrooms at their designated times. To ensure proper supervision during the switching of teachers when classroom doors are not adjacent to each other, teachers should utilize special education teachers on their team, or a neighbor teacher (ASI, Speech, etc.) to watch their class during the brief transition of teachers. Special area teachers will push into classrooms (with the exception of PE) as well.

Classrooms will still have the full number of desks, and they will be grouped together in groups of 2, with one desk being an "A" student desk and the other being a "B" student desk. On an in-person day where Cohort A students are in the building, the students will sit at the "A" desks and use the "B" desks to put their belongings on. When Cohort B students are in the building, they will sit at the "B" desks and use the "A" desks to put

their belongings on. Desks will all face the same direction and will be sanitized each evening between cohorts.

Example:

A	B
---	---

A	B
---	---

A	B
---	---

By using this system, classroom closets will not need to be used. Students may keep supplies in their desk, in a bag or case, since no other student will be sharing that desk with them.

Building Entry Screening: All visitors (including contractors), staff, and students will be required to complete a building entry screening procedure before being admitted to any school building. Screenings will consist of temperature checks and health questions, as determined appropriate based on current CDC and NJDOH guidance. No individual should attempt to be screened if they will knowingly fail the screening process.

School Bus Screening: Staff members on duty will scan student temperatures as they depart the school bus. Students that have a temperature of 100.4 or higher will be asked to step to the side and escorted by a nurse to either the nurse's office or quarantine room.

Screening questions will be posted in each bus and provided to parents. Students should not enter the bus if they will answer "Yes" to any of the screening questions. Parents/students may be asked to fill out the screening questions in OnCourse prior to coming to school.

Walker Screening: Staff members on duty will conduct a temperature screening of the "walkers" as they get dropped off in the morning by their parents/guardians. Students will exit their vehicle for a temperature screening, but their parents will not be permitted to leave the UES until their child passes a temperature screening.

Any student with a temperature of 100.4 or higher will be told that they can not enter the building and must return to their vehicle. Screening questions will be sent home via email and posted on the school website. Students should not come to school if they will answer "Yes" to any of the screening questions. Parents/students may be asked to fill out the screening questions in OnCourse prior to coming to school.

If a parent disputes a temperature screening, they may park in the visitor parking lot and report to the main entrance under the clock tower, where a school nurse will conduct a second screening.

Attendance and Building Access

Student: As per Board policy, student attendance will be taken daily. All parents/guardians must sign their child in and out of the building any time his/her attendance status changes.

Visitors and Contractors: All visitors/contractors must sign in and out of the building. Visitors and contractors should also have a pre-existing appointment. Visitors will not be permitted into a building until a designated staff member is assigned to them.

In School and Out of School Suspension: Refer to the district's "Return to School" plan.

Personal Protective Sanitizing (PPS)

Refer to the district "Restart of School Plan" for detailed information.

Academies and Field Trips

Morning and after-school academies are permitted in phases 2a, 2b, 3, and 4 only. More information regarding academies will be released in September.

Field trips are permitted in phase 4 only. Upon entering phase 4 administration will make a decision regarding our 4th and 5th grade field trips.

Leading Edge (Formerly Springboard)

Childcare will be provided in the cafeteria through "Leading Edge" (formerly Springboard). Please refer to the district's "Restart of School" plan for further information and pricing.

Leading Edge will be in the building all day (6:45 am - 6:30 pm) during phase 1, 2a and 2b, and on Wednesdays during phase 3.

Arrival

Once students successfully pass their daily screening, whether on their bus or at their vehicle, they will enter the building through the designated door.

Breakfast and Lunch

For phases 2a, 2b, and 3, breakfast and lunch will take place in the classroom.

Breakfast and Lunch: Breakfast and lunch orders will be taken by parents/students using MySchoolBucks the evening prior to the school day and delivered to the

classroom by the cafeteria staff. Students will be able to take their masks off to eat but talking should be kept to a minimum while masks are off.

Peanut/Tree Nut Free Students: Students that have an allergy to peanuts/tree nuts will continue to have lunch in the classroom. The parents of other students in the classroom will be made aware that there is a student (unnamed) with an allergy and to be mindful of the food they are sending in with their children. The school nurses will reach out to all families of students with food allergies to make them aware of the lunch procedures.

Recess

For phases 2a, 2b, and 3, students will get a 10-15 minute recess after they have finished eating lunch.

Students must only stay with their cohort and cannot mix with other homerooms. On inclement weather days, students will stay in the classroom and a movie or instructional video may be played for them to watch.

Recess activities should adhere to social distancing guidelines and equipment cannot be shared between students.

Dismissal

Walkers, mini-buses, and Leading Edge will be called to report to their locations over the PA at approximately 12:50 pm and buses will be called over the PA next starting at approximately 1:00 pm during phases 2a, 2b, and 3. During dismissal, hallways will be monitored by staff on duty.

Students will wear an index card on a lanyard that has their bus number on it in bold marker. Teachers should ensure that students have this on before leaving their classroom to head to a bus. Before a bus is dismissed, a staff member will go on the bus to make sure all students are on the correct bus by checking their index cards.

Hallways

Students and staff must maintain social distancing when walking in hallways. There will be colored tape dividing the hallways in half and markers every 6 feet to remind students to social distance and to provide a visual of how far 6 feet is.

Bathrooms

Bathroom capacity will be reduced during in-person instruction. Teachers should only send one (1) student out at a time to use the bathroom unless the teacher is bringing

their entire class to use the bathroom and/or wash hands and can monitor the number of students going in and out of the bathroom.

Continuity of Learning

Curriculum, Instruction and Assessment

Bell Schedule

Phase 1:

Teacher/Student Log on: 8:15 am

HR/Morning Meeting: 8:30-8:50

Period 1: 8:51-9:21

Period 2: 9:22-9:52

Period 3: 9:53-10:23

Period 4: 10:24-10:54

Period 5: 10:56-11:26

Period 6: 11:28-11:58

Period 7: 11:59-12:29

Period 8: 12:30- 1:00

***Office Hours 1:45-2:45 pm**

Phases 2a, 2b, and 3:

HR/Morning Meeting: 8:30-8:50

Period 1: 8:51-9:19

Period 2: 9:21-9:49

Period 3: 9:51-10:19

Period 4 10:21-10:49

Period 5 10:51-11:21

Period 6 11:21-11:49

Period 7: 11:51-12:20

Period 8: 12:21-12:49

PM HR: 12:50-1:00

***Office Hours 1:45-2:45 pm**

Phase 4:

Normal bell schedule for a full day, as outlined in the staff and student handbook.

Delivery of Remote and Virtual Instruction

- Teachers will utilize Google Meet sessions with their students using webcams or Cisco Room Kits to deliver live instruction throughout the school day. Self-made videos, guided instruction through narrated PowerPoints, and/or posting other videos, such as specific instructional YouTube, Khan Academy, or publishers' videos will be used as supplemental materials but will not be the primary form of instruction.
- On virtual instruction days during all phases, teachers will be available to meet with students individually and in small groups during scheduled office hours.
- Short "brain breaks" should be provided throughout the day.

Virtual and Hybrid Instruction Procedures

- Appropriately leveled and approved projects and assignments consistent with the current scope and sequence of lessons and in-person instruction will be included on each teacher's Google Classroom.
- Teachers will provide information for accessing Google Classroom on their teacher website or through an email to the parent/guardian.
- Teachers will utilize Google Classroom as part of their normal academic process during in-person school days in order to also utilize it as part of the virtual instruction procedures.
- Communication and collaboration will be available and maintained utilizing district email for staff and students, as well as the online communication tools located in Google Classroom.
- Parents/Guardians may communicate with all staff members utilizing the staff member's district email address.
- Administrative, Supervisory, and Support staff (Guidance, CST, etc.) communication will be available and maintained using district email and/or phone calls.

In-Person Instruction

- In-person instruction will follow the time schedule as outlined in each phase. The emphasis will be on supporting students in ALL subject areas, including Social/Emotional Learning (SEL). The daily schedule will provide time for specials.
- Teachers will follow district-approved curriculum with modifications consistent to the needs of students identified through pre-assessments administered in early September.
- Tier 2 and 3 services will be provided to students identified through the RTI support process.

- On all in-person or synchronous virtual instructional days, faculty will hold virtual “office hours” using Webex or Google Meet so that students can receive extra help, ask questions, and receive any academic or SEL support. Office hours at the SUES will take place from 1:45-2:45 pm and teachers may elect to conduct them off of school grounds.
- Work can be given for students to complete after the school day is over so that the time during the early dismissal schedule is dedicated to instruction.

Special Education and Related Services for Students with Disabilities

In-Class Resource (ICR): ICR teachers will work in conjunction with the regular education teacher, making accommodations as necessary for the students that receive accommodations. Assessments, instruction and presentations will be modified as needed for the students with IEPs.

Pull Out Resource (POR): POR teachers should continue to follow students’ IEPs using approved instructional materials, to assist students in growth.

Specials

Specials (Art, Music, PE, Technology) will push into classrooms for phases 2a, 2b, and 3, with the exception of PE, during in-person school days. On virtual days, specials teachers will take part in synchronous learning by virtually instructing their students using Google Meet or Webex during their regularly scheduled time.

In Phase 1: While in phase 1, which is all virtual, specials and PE will rotate every other day, starting on September 3rd, which is Day 1 and September 4th, which is Day 2.

In Phase 2a: Specials will rotate weekly.

In Phase 2b and Phase 3: Specials will rotate every 2 days (with the exception of Wed.).

In Phase 4: Specials will rotate daily, as they have traditionally rotated under normal circumstances.

World Language

World Language (Spanish) will follow an alternating week schedule, similar to the schedule used for the 19-20 school year. This schedule will be followed regardless of what phase we are in. Thus, for phases 2a, 2b, and 3, there will be a mix of virtual and in-person instruction depending on the day of the week and the phase we are in. Homeroom teachers will inform students of which day/period they have Spanish.

Library/Media Specialist

The Media Specialist will develop a schedule to push into classrooms on in-person days and meet with a class virtually on remote days. The Media Specialist will develop a schedule and notify homeroom teachers when she will be meeting with their class either in person or virtual. There is no book borrowing until further notice.

Talented and Gifted (TAG)

TAG students will continue to be pulled by the TAG teacher on in-person days and will work virtually with the TAG teacher on remote days. The TAG teacher will develop a schedule and notify homeroom teachers when she will be meeting with those students either in person or virtual.

Academic Support Instruction (ASI)

ASI will continue for all students who were enrolled in the program during the 2019-2020 school year. ASI teachers will work with small groups both in-person (during phases 2a, 2b, and 3) and virtually (during phases 1, 2a, 2b, 3). ASI teachers will notify students/parents of the ASI schedule.

English Language Learners (ELL)

ELL students will continue to be pulled by the ELL teacher on in-person days and will work virtually with the ELL teacher on remote days. The ELL teacher will develop a schedule and notify homeroom teachers when he will be meeting with those students either in person or virtual.

Social and Emotional Learning (SEL) and Counseling

The SUES will continue to utilize Responsive Classroom to assist in meeting the social and emotional needs of students during all phases of the reopening plan. Each morning will start with a 20 minute virtual or in-person morning meeting that should still include the 4 components of morning meeting (where applicable): Greeting, Sharing, Group Activity, Morning Message.

School counselors will provide a school counseling program and support all students in academic, and social/emotional development that would emulate school counseling that would take place in a face-to-face environment. During all phases of this plan, including Phase 1, school counselors will support the students, parents/guardians, and teachers by providing grade monitoring, social/emotional monitoring, making student and parent/guardian contact, and by continuing to provide the school counseling curriculum via individual, group, and whole-class sessions.

School counselors will be available for set office hours so that students and parents/guardians can meet in-person or virtually with the counselor whether individually or in groups. The counselors will provide “check-ins” for students in need of any form of support. They will rotate through in-person and synchronous virtual class instructional periods, as well as the other scheduled meetings, in order to provide social and emotional support to any students in need of such.

504 Assistance Plan and Response to Intervention (RTI)/Intervention and Referral Services (I&RS) meetings will continue to be held in the virtual setting during the first three phases of this plan and then in-person during Phase 4.

During the in-person phases of this plan, the counselors will maximize the face-to-face time by providing in-person check-ins, individual and small group counseling sessions, and will conduct SEL assessments to determine the changing needs of students. Program components and services will be modified to meet the identified needs of students.

Office Hours

Office hours will take place from 1:45-2:45 pm each day. Teachers will be available during this time for the following reasons such as remedial work with students, extra support, etc.

Back to School Night

Back to School Night will be held virtually. Videos will be posted in Google classrooms by 5 pm on Monday, September 21st.

Continuity of Learning Equipment (CLE) and Learning Procedures (CLP)

Student Devices

All students that need an instructional device, as indicated by a parent filling out the technology survey or by noting it when completing their child’s annual update in OnCourse, will receive a device from the school. These devices will remain at home during phases 1, 2a, 2b, and 3. Devices will NOT be transported to and from school on a regular basis.

Learning Management Systems

The district will support Google Classroom at the K-5 level to facilitate in-person, hybrid, and virtual instruction.

Web Conferencing Services

The district will support Webex and Google Meet as tools for facilitating hybrid and virtual instruction via web conferencing.

Attendance Procedures

During regular in-person instruction all BOE attendance policies will apply. During hybrid and virtual instruction periods, all students and staff will be required to attend synchronous learning periods. As noted in the district restart plan, technical difficulties will be taken into consideration for students that are participating in remote learning. Homeroom teachers will take attendance daily and submit it through OnCourse on both in-person and virtual days. On in-person days, teachers will record the attendance of virtual students using Google Meet.

As per Board policy, if a student is not present for 4 hours of instruction, whether in person or virtual, they will be marked absent.

Instructional Resources/Supplies: Parents will be provided with a schedule to pick up instructional resources and supplies that students will need while participating in virtual instruction. Instructional supplies/resources will include, but are not limited to math workbooks, agenda pads/student handbooks, SUES folder and novels. If your family is in need of crayons, pencils, notebooks, etc., please communicate this to your child's teacher during the first week of school. Distribution of materials will occur (by Homeroom teacher) September 8-11. Please refer to the information sent to you via email.

Substitutes/Substitute Lesson Plans

Phase 1 and Virtual Only Days: If a teacher needs to take a sick or personal day during an all virtual day, the teacher will post assignments and/or supplemental videos for the students to complete during the class period time frame.

Students will still be required to log in to their specials classes at their designated specials time, as well as any other classes or small groups they usually attend (Spanish, ASI, TAG, ELL, Chorus, Band).

Hybrid Days: On Hybrid days, teachers will follow the same plan as outlined above for instruction and attendance of virtual students. A substitute teacher will be provided to supervise students that are in the building and will take their attendance.