

# **North Wildwood School District**

---



## **Remote Learning Plan**

**2023/2024 School Year**

### School closure/ individual students on homebound:

In the event of a closure of school, once it has been determined that families and the district have the resources to facilitate virtual instruction, the North Wildwood Public School District will follow a Remote Learning Plan as outlined in this plan. Students will be offered virtual homebound instruction on the fifth school day of absents per N.J.A.C.6A:16-10.1(c).

### **Equitable Access to Instruction for All Students**

- District teachers will develop online plans for instruction based on current instructional points in curricula in grades PK-8. These will be posted by each teacher for their assigned classes and connected to Google classroom and other available platforms where developmentally appropriate.
- The minimum hours of instruction for a virtual or remote day is four hours, excluding lunch
- The district will send notifications before a closed school day to remind parents that school is closed, where to find the lessons on the district's website, and a list of essential employees will be made available to the county DOE.
- Parents will receive information on how to receive assistance from the district if they do not have internet access and/or the necessary technology in their home.
- The district currently provides a 1:1 Chromebook or Ipad device to all students in grades K-8. In the event of a closure, teachers in Pre-K will work with families to provide developmentally appropriate instruction. The school surveyed families to determine which of them did not have access to internet services. These families were sent information about free internet service provided through Comcast. Where appropriate, the district offered hot spot technologies to these families to enable wifi internet access for their devices.
- Teachers and Aides are expected to be attentive to electronic communications with students and families each weekday during regular school hours. They are also expected to communicate with students and families frequently and especially if there are concerns about student progress in their class. Staff are expected to post grades into RealTime on at least a weekly basis.
- Students who have issues with Chromebooks or connectivity are to report these issues to their teachers. The teachers will then submit a help desk request to the IT department for assistance.

## **Digital Learning Tools & Platform**

All teachers must have a universal landing page for students to access. The district will use Google Classroom as the landing page for all classes.

The district will incorporate multiple digital tools. The list below does not include all tools being utilized and serves as an example of the tools that will be used.

Google Apps for Education

Google Meet

Google Drive

Google Sheets

Google Docs

Google Slides

Youtube

IXL

ENvisions Math

Lexia

## **District Attendance Policies and Practices During the Closure**

NJ Department of Education guidelines regarding student attendance during the closure indicates:

"Any day on which all students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day on which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9." Because such instruction is being provided, all students can be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such education during health-related school closures."

North Wildwood Public Schools will record students attendance in each class period during the remote structured school day on the RealTime student management system. Students absent from any class during any scheduled remote school day will receive an automated communication home that day indicating their absence from class and requesting parents contact the designated

personnel to explain their absence. School counselors and administrators will reach out to any student absent excessively from their classes, and attendance letters will follow. Extreme cases will be reported to the School Security Officer, who will follow up with home visits for truancy violations. Grades will be determined by the student's academic performance in work and assessments.

The length of the day will coincide with the in-person school day (6 hours, 47 minutes inclusive of lunch).

### **Special Education and Related Services for Students with Disabilities**

- The Child Study Team Supervisor and case managers will oversee the development of online plans to ensure that IEP goals are addressed.
- Assistive technology will be sent home with students if required by the IEP.
- Related services such as speech, occupational and physical therapy will continue remotely through Google Meet, and activity sheets in paper form will be provided where appropriate. Related services provided by Cape May County Special Services at Margaret Mace School will not be provided during a period of quarantine. CST staff will monitor the amount of time that students are not receiving in-person services to determine the individual eligibility for compensatory hours. Opportunities to make up the missed hours will be created for families to access once school is reopened.
- CST evaluations, reevaluations, reviews, and all other necessary meetings may be rescheduled as appropriate to the need to maintain the safety and well-being of all participants during the shutdown.
- The district CST will maintain contact with out-of-district placement providers to **maintain the educational plans for these students.**

### **Educator Expectations**

- Educators will use district-supported digital learning platforms to provide continuity of learning during potential long-term school closures, including:
  - delivery of content & communication
  - providing feedback on student work
  - collecting evidence of student learning
- Teachers will include all administrators, tech team members, special education teachers, ELL teachers, assistant principals & principals as collaborators on digital learning platforms.

### **Guidelines for Teachers**

- All assigned work during the virtual learning days is aligned directly with standards and learning targets outlined and currently being covered in the course.
- Ensure extra content not directly related to learning targets/ standards is made optional
- Each student should have their Chromebook (or another device) to access email, Google Classroom, or other systems used by their teachers.
- The assignment for each class will be posted in Google Classroom or other systems used by their teachers by the start of the scheduled periods for that virtual day.
- The work assigned should take no longer to complete than a standard class period of the virtual schedule.
- Identify and coordinate non-tech options for families that do not have internet access at home.

### **Digital Code of Conduct**

1. Conduct yourself with the same decorum used in the classroom during in-person instruction.
2. Express yourself using proper language and tone of voice (no profanity or yelling).
3. Be on time for all scheduled instruction and meetings.
4. Use the same appropriate setting for your virtual instruction and meetings. A bedroom is never an appropriate setting. Driving in the car is never an appropriate setting. The area should be well-lit with a good camera angle and consistent audio quality.
5. You are required to follow the District Dress Code.
6. No family members should be present during instruction or virtual meetings.
7. Avoid household interruptions and background noise during instructional time, as this is your workday.
8. Respect your students' opinions, views, and cultural diversity. Interact with your students politely and respectfully.

9. Work with your students, support teachers, and paraprofessionals to maintain a virtual environment conducive to learning.
10. You are using a device that allows full participation in all discussions and assignments about classroom goals.
11. You have checked out technology devices and platforms before class to ensure functionality.
12. All staff members will have an active Google Classroom for each student roster in place by the first day of remote learning.
13. Staff will conduct all lessons via Google Classroom or Google Meets.
14. In-class Support teachers and Paraprofessionals are actively engaged and monitoring student progress.
15. Each teacher must specify in writing the grading criteria they will use to calculate student progress during the school year. Grading criteria used by instructional staff should be fair and representative of all phases of student work. A failing grade for the subject should represent a failure to master the subject due to poor effort and performance on many assessments, not one test or one area.

### **Specific to Special Education Instruction**

Special education teachers and related service providers need to pay attention to the following as well:

- Make sure you have clear baselines for each student's IEP goals.
- Make sure you have an evident rate of progress toward those goals for each student to date. At what rate have students been progressing toward their goals?
- Be prepared upon reopening to track student skill regression and recoupment. How does regression and recoupment rate compare to rates from other similar breaks?

### **EXPECTATIONS FOR INSTRUCTIONAL AND 1:1 AIDES**

- Aides should conduct "check-ins" each day with each of their students via Google Classroom, Google Hangout, email, or other platforms, to ensure completion of assignments, provide assistance, or answer questions from students or parents.
- Aides are required to be on camera and present for each scheduled class meeting and should consider meeting with students just before or just after the conclusion of each scheduled class meeting to prepare them for or answer questions about that day's class

meeting, assignments, or to provide assistance with work scheduled that day. Be aware that these students will have another class meeting to attend after each class, so if necessary, establish alternate meeting times or utilize email.

- Instructional Aides should communicate with their partner teachers through email, Google Meet, Google Classroom, and/or other platforms.
- 1:1 Aides should maintain contact with each teacher on their student's schedule daily via email, Google Meet, Google Classroom, and/or other platforms.

### **Provision of School Nutrition Benefits or Services for Eligible Students**

- The district's food service supervisor and staff will provide a system to make meals available to eligible students.
- Meals will be constructed of shelf-stable products that fulfill the meal components as directed by the Department of Agriculture.
- The district's daily automated calls, website, and social media will inform parents on how to acquire food for their children. Instructions for doing so will also be posted on the district's website.
- The district will set up a pick-up location at Margaret Mace School, 1201 Atlantic Avenue.
- Food service personnel will be at each site to maintain an accurate count and record of each child that claims their meals.
- Coolers and proper handling techniques will be used at each distribution center.
- All food service personnel will wear appropriate PPE in the performance of their meal preparation and distribution responsibilities.
- Meal Distribution Sites and Schedule Meals will be provided on an as-needed basis. Families will be informed via the district's automated calls and posting on the website and social media.

### **Educational Plan for English Language Learners**

English Language education teachers and related service providers need to pay attention to the following as well:

- Make sure you have clear baselines for each student's goals.
- Make sure you have an evident rate of progress toward those goals for each student to date. At what rate have students been progressing toward their goals?
- Be prepared upon reopening to track student skill regression and recoupment. How does regression and recoupment rate compare to rates from other similar breaks?

- Provide World Language Teacher opportunity to meet with ELL families, virtually. Disseminate school information in multiple languages.

### **Facilities Plan**

Maintenance and custodial staff will report to work when the facilities are closed for students due to weather-related events. They will complete work as assigned by the Director of Facilities Management.

Maintenance and custodial staff will receive direction from the Director of Facilities Management if the school is closed due to a public health event. Small groups of employees will work on rotating bases to clean and maintain the facilities.