

Virtual Learning Plan



DISTRICT HEALTH RELATED VIRTUAL LEARNING PLAN

2021/2022 School Year

**Michael Fox, Superintendent
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**Demarest Public Schools
Online Learning Contingency Plan**

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Expectations and Requirements - Teachers

- Expectations and instructions for students will be clear and concise.
- Please see each school for clearly outlined expectations for teachers.
- In designing virtual learning experiences, keep in mind the following:
 - What is the student learning objective?
 - How will the objective be assessed?
 - On average, how long should it take for a student to complete the assignment?
 - Will the student have all the necessary tools available to complete the assignment?
 - Does the student have an IEP? Consider how you will address the modifications and accommodations.

Equitable Access

- The Demarest School District sent out a community survey ensuring all students had internet access and devices at home.
- Demarest Middle School students (Grades 5-8) will continue use of a MacBook Air provided through the 1:1 initiative.
- Luther Lee Emerson students will receive a device for home use upon parent request.
 - Second grade students will receive an iPad.
 - Third and fourth grade students will receive a MacBook.
- County Road School students will receive an iPad for home use upon parent request.
- The following online learning platforms will be used throughout the district:
 - Grades PreK-2: Seesaw
 - Grades 3-4: Google Classroom, GSuite
 - Grades 5-8: Powerschool Learning Management System, GSuite
 - Students also have access to accessibility extensions through Google Chrome if needed.
- Additionally, teachers and parents have been provided with online resources for additional activities and support.

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Demographic Information

Economically Disadvantaged Students	0.3%
Students with Disabilities	16.6%
English Learners	2.7%
Homeless	0.0%
Students in Foster Care	0.0%
Migrant Students	0.0%

Essential Personnel

Title/Roll	Workstream	Duties
(1) Superintendent	Liaison between BOE, Governmental agencies, all staff, parents and children.	To lead all critical teams to provide virtual education.
(1) Business Administrator	Liaison between BOE, governmental agencies, Superintendent	Continue to provide services Related to budgeting, emerg. purchases , all other purchases, bills, school plant operations and facilities.
(2) Principals Demarest Middle School Luther Lee Emerson and County Road School	Liaison between Superintendent, staff, parents and guardians, students	Communicate plans to staff and parents, provide assistance to Curriculum Coordinator and implementation on all virtual learning across all grades. Observ. And monitoring staff.
(1) Supervisor - Child Study Team	Liaison between Supt, Principals, Teachers, Parents	Following all legal guidelines from DOE with all children with IEPs

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(1) Supervisor - Curriculum, Instruction, and Assessment	Liaison between Superintendent, principals, and staff	Communication with staff, oversight of teacher pages, assist with resources and providing professional development, technology troubleshooting, assist with communication to community
(9) Psychologists, Social Worker, OT, Speech, ESL		See appendix
(80) Classroom teachers		Collectively provide two hours of virtual learning across all grades. See above and below.

Facilities

Buildings are being maintained with staff scheduled to provide the maximum social distancing. PPE is provided to all building custodians when they need to enter, clean and check facilities.

Further custodians have spent many hours in online training for Covid 19 cross-contamination basics, proper procedures related and unique building sanitation as it relates to Covid 19.

Demarest Middle School

Demarest Middle School (Grades 5-8) will conduct synchronous, virtual instruction consistent with a nine period schedule. Classes will be conducted using the Zoom platform and will mirror an in-person single session day, 4 hours excluding lunch and recess. Students continue to have follow-up assignments based on those sessions, which are posted on the Powerschool Learning Management System.

Staff will continue to make themselves available for CST meetings, i.e. for annual review and eligibility meetings that are scheduled.

Students in in-class support environments will receive services as per their IEP. The special education teacher co-hosts the Zoom class with the general

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education teacher. If students need additional support, Zoom breakout rooms will be used for both special education and regular education students with either the special education or general education teacher. Replacement and / or support classes occur as they normally would in a student's schedule. Related services transpire per a student's IEP before and after the scheduled day. Breakout rooms, accompanied by a teacher, will also be used to assist ELL students if needed, in addition to any general education student who needs additional support.

Paraprofessionals will attend classes and take notes. These notes will be provided to special education students. Additionally, paraprofessionals will work with a small group of students provided there is a balance between special education and general education students if more support is needed.

Attendance: Students access our synchronous learning platform by logging in through our learning management system, PowerSchool. On a daily basis, our attendance officer collates this data through the generation of a report from PowerSchool. In the event a student failed to log in and has missed a day of learning they are recorded as absent and a follow up call is made by our building level medical officer. Individual teachers also record attendance on a data table for each individual class. Attendance is monitored comprehensively for each student and all decisions regarding retention/graduation are made in accordance to the district's policy and regulation, Attendance 5200.

Demarest Middle School students each have a school provided MacBook to access virtual learning. They also have access to technology support remotely through the District Technology Coordinator and the Instructional Technology Coordinator.

Meals: Delivery of meals will be provided to any students eligible on a daily basis by meal tickets to community vendors.

Assessment: Teachers will assess students using a variety of tools. Through virtual professional learning provided by the district as well as the [Northern Valley Curriculum Center](#), teachers have been exposed to a variety of strategies and tools to assess students virtually. These include, but are not limited to:

- Discussion and participation in live classes
- Review of submitted assignments

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- Flipgrid video responses
- Online assessments through learning management systems and online quiz sites
- Project-based assignments that require students to create a product to express learning (Google Slides, iMovie, Screencasting)
- Teachers were provided with the following to assist with assessment:
[Assessment in Virtual Learning presentation](#)

<u>Expectations for Virtual Learning</u>	
Attendance	Will be taken by the two attendance officers and emailed to staff daily: <ol style="list-style-type: none"> 1. Stephanie Piccini 2. Karleen McDermott
Staff Availability	<ol style="list-style-type: none"> 1. Staff should make themselves available for CST meetings, i.e. for annual review and eligibility meetings that are scheduled in Realtime and will occur through Google Hangout. Teachers will also be asked to provide input for the IEPs.
<u>Department Resources/Suggestions for Instruction</u>	
<p><i>All teachers will be required to create manageable lessons for students, so teachers will utilize tools that are already of their knowledge and accessibility. Teachers must show student-teacher interaction throughout each day with students.</i></p>	
English/Language Arts, Social Studies, Math, Science, World Language, and Replacement Math and English/Language Arts	<p><u>The following are examples for instruction, but not limited to:</u></p> <ol style="list-style-type: none"> 1. PowerSchool- create assessments and assignments.

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	<p>Students may submit via the Dropbox or a discussion thread.</p> <ol style="list-style-type: none">2. Google Applications such as docs, slides, and forms- use for collaborative writing in order to leave feedback. Use for shared assignments for student collaboration.3. Edpuzzle videos- students submit their results and teachers provide feedback about the results4. Padlet- utilize for brainstorming, posting discussions, asking questions, and giving feedback5. Screencastify or QuickTime videos - model examples of what is expected or teach a mini-lesson. Have students follow-up with a discussion post or reflection.6. Google Hangouts - video conference with students about their progress and answer any questions they may have.7. IXL- assignments align with the standards. Assign a percentage to which students should complete the task.8. Newsela- submit questions to different texts on Newsela. Students can then respond to prompt about the texts on PowerSchool.
Physical Education and Health	<ol style="list-style-type: none">1. Coach Wood's PE Class https://www.youtube.com/channel/UC1dtNDz_Fd-sb_RuGcDew4A/v

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	<ul style="list-style-type: none"> ideos) 2. Cosmic Kids Yoga (https://www.youtube.com/user/CosmicKidsYoga) 3. PBS Learning Media for Health and Physical Education (https://nj.pbslearningmedia.org/subjects/health-and-physical-education/) 4. PBS Learning Media for Preschool Physical Development (https://nj.pbslearningmedia.org/subjects/preschool/physical-development/) 5. The Physical Educator Teacher Tools (https://thephysicaleducator.com/resources/) 6. Sworkit (https://app.sworkit.com/collections/kids-workouts) 7. TedEd for All Health (https://ed.ted.com/lessons?content_type=animations&category=health&direction=desc&sort=publish-date)
<p>Special Education Teachers</p>	<ul style="list-style-type: none"> 1. Collaborative teachers will work with the general education teacher synchronously to modify as needed. 2. Collaborative teachers will privately email modified assignments or additional information for assessments (as necessary and in alignment with IEPs). It is expected that teachers continue to follow the confidentiality expectations in accordance with the Special Education law. 3. Collaborative teachers must also be available for students to ask questions and will

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	<p>demonstrate interaction with the students in the class section of which they are a part.</p> <p>4. <u>For Support Instruction</u>, teachers should be made available for students to ask questions. Grade-level homework pages should also be updated each day for students to have access to the work that is required for virtual submission.</p> <ul style="list-style-type: none">- Grade-level teachers should be in contact with the Support Instruction teachers to provide deadlines for assignments and any necessary resources needed for the assignments.
<p>Art, Music, STEM and AEPs</p>	<p>Have students express creativity by demonstrating their knowledge of different online resources and tools. Examples include but are not limited to:</p> <ol style="list-style-type: none">1. Google Drawings2. Creation of an iMovie (such as a music video)3. Google Slides presentation4. Video presentations- students can record themselves singing or creating an art drawing/project

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County Road School (Grades P-1) and Luther Lee Emerson School (Grade 2-4) will conduct synchronous, virtual instruction consistent with an eight period schedule. Classes will be conducted using the Zoom platform and will mirror an in-person single session day, 4 hours excluding lunch and recess.

Staff will continue to make themselves available for CST meetings, i.e. for annual review and eligibility meetings that are scheduled.

Students in in-class support environments will receive services as per their IEP. The special education teacher co-hosts the Zoom class with the general education teacher. If students need additional support, Zoom breakout rooms will be used for both special education and regular education students with either the special education or general education teacher. Replacement and / or support classes occur as they normally would in a student's schedule. Related services transpire per a student's IEP before and after the scheduled day. Breakout rooms, accompanied by a teacher, will also be used to assist ELL students if needed, in addition to any general education student who needs additional support.

Paraprofessionals will attend classes and take notes. These notes will be provided to special education students. Additionally, paraprofessionals will work with a small group of students provided there is a balance between special education and general education students if more support is needed.

Attendance: Students login in to Zoom and teachers take attendance. Any absences are reported to the school secretary and nurse who will call home to make sure that the student is not sick. Attendance is monitored comprehensively for each student and all decisions regarding retention/graduation are made in accordance to the district's policy and regulation, Attendance 5200.

Meals: Delivery of meals will be provided to any students eligible on a daily basis by meal tickets to community vendors.

Assessment: Teachers will assess students using a variety of tools. Through virtual professional learning provided by the district as well as the [Northern Valley Curriculum Center](#), teachers have been exposed to a variety of strategies and tools to assess students virtually. These include, but are not limited to:

- Discussion and participation in live classes

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- Review of submitted assignments
- Flipgrid video responses
- Online assessments through learning management systems and online quiz sites
- Project-based assignments that require students to create a product to express learning (Google Slides, iMovie, Screencasting)
- Teachers were provided with the following to assist with assessment:
[Assessment in Virtual Learning presentation](#)

County Road and Luther Lee Emerson students will have access to a school-issued device upon parent request. Preschool to Second grade students would be issued an iPad, third and fourth grade students would be issued a MacBook. They also have access to technology support remotely through the District Technology Coordinator and the Instructional Technology Coordinator.

Expectations for Virtual Learning	
Attendance	<ol style="list-style-type: none"> 1. Parents are to call the absence line each morning, only if their child is ill and cannot complete the work. 2. The secretaries will check the line each morning by 9:00 and send an attendance report to the staff. 3. Nurse will do the follow-up calls each day. 4. Teachers should track student completion of assignments in a way that is feasible for their grade-level and instruction. 5. If a student has not submitted at least one assignment per day and you have not been notified that the student is ill, please notify the building nurse for follow-up.
Technology Plan for Release of Devices	<u>Technology Plan for Device Distribution - Luther Lee Emerson</u>

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	<ol style="list-style-type: none">1. Students will receive a school-issued device upon parent request.2. All students will receive the appropriate chargers.3. Device and charger pick-up will be at the entrance to LLE at a designated pick-up time.4. Parents and guardians will be required to sign out the device and charger.5. While the device is being used for virtual learning, it is understood that the terms of Acceptable Use Policy signed off on in September will be followed.
<p style="text-align: center;">Lessons</p>	<ol style="list-style-type: none">1. Special area teachers may:<ol style="list-style-type: none">a. Use their own Seesaw page (grade 2) or Google Classroom page (grades 3 and 4)b. Be added as a co-teacher onto the homeroom teacher's page in order to be able to add or edit assignments for students.1. Special education teachers who are in a collaborative setting should work with the general education teachers to create lessons and modifications for students.

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<p>Staff Availability</p>	<ol style="list-style-type: none"> 1. Staff should make themselves available for CST meetings, i.e. for annual review and eligibility meetings that are scheduled in Realtime and will occur through Google hang out.
<p style="text-align: center;"><u>Department Resources/Suggestions for Instruction</u></p> <p><i>All teachers will be required to create manageable lessons for students, so teachers will utilize tools that are already of their knowledge and accessibility. Teachers must show student-teacher interaction throughout each day with students.</i></p>	
<p style="text-align: center;">Grades 2-4</p> <p><u>Submission for grade levels:</u> Grade 2: Seesaw Grades 3-4: Google Classroom</p>	<p><u>The following are examples for instruction, but not limited to:</u></p> <ol style="list-style-type: none"> 1. EdPuzzle - students submit their results and teachers provide feedback on the results 2. Padlet - utilize for brainstorming, posting discussions, asking questions, giving feedback 3. Collaborate for feedback and use shared class documents using Google applications such as Google Slides or Google Docs: <ul style="list-style-type: none"> - Google Docs - Google Slides 4. Screencastify or QuickTime videos - model examples of what is expected or teach a mini-lesson. Have students follow-up with a discussion post or reflection. 5. Google Hangouts - video conference with students about

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	<p>their progress and answer any questions they may have.</p> <ol style="list-style-type: none"> 6. IXL- assignments and the percentage to which students should complete the assignment 7. Newsela - submit questions to different texts on Newsela; students can respond to prompt about the texts on PowerSchool 8. Mystery Science (K-4)
<p>Physical Education and Health</p>	<ol style="list-style-type: none"> 1. Rep It Out! Games for Social Distancing 2. Coach Wood's PE Class (https://www.youtube.com/channel/UC1dtNDz_Fd-sb_RuGcDew4A/videos) 3. Cosmic Kids Yoga (https://www.youtube.com/user/CosmicKidsYoga) 4. PBS Learning Media for Health and Physical Education (https://nj.pbslearningmedia.org/subjects/health-and-physical-education/) 5. PBS Learning Media for Preschool Physical Development (https://nj.pbslearningmedia.org/subjects/preschool/physical-development/) 6. The Physical Educator Teacher Tools (https://thephysicaleducator.com/resources/) 7. Sworkit (https://app.sworkit.com/collections/kids-workouts) 8. TedEd for All Health (https://ed.ted.com/lessons?content_type=animations&category=health&direction=desc&sort=publish-date)

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<p>Special Education Teachers</p>	<ol style="list-style-type: none">1. Collaborative teachers will co-plan lessons with their partners.2. Collaborative teachers will also be available for students to ask questions and should demonstrate interaction with the students in the class section in which they are a part.3. Collaborative teachers will privately email modified assignments or additional information for assessments (as necessary and in alignment with IEPs). It is expected that teachers continue to follow the confidentiality expectations in accordance with the Special Education law.4. <u>For Support Instruction</u>, teachers should be made available for students to ask questions. Grade-level homework pages should also be updated each day for students to have access to the work that is required for virtual submission.<ul style="list-style-type: none">- Grade-level teachers should be in contact with the Support Instruction teachers to provide deadlines for assignments and any necessary resources needed for the assignments.
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Art, Music, STEM	Have students express creativity by demonstrating their knowledge of different online resources and tools. Examples include but are not limited to: <ol style="list-style-type: none">1. Google Drawings2. Creation of an iMovie (such as a music video)3. Google Slides presentation4. Video presentations- students can record themselves singing or creating an art drawing/project
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District Plan to Address Learning Loss

The Demarest School District will be using a universal screener grades K-8 to help assess learning loss. This screener will be given in the fall to all students. The screener will give teachers a benchmark, as well as student strengths and areas of concerns to be addressed. Teachers will use this information to address student learning loss. This screener will be given again in the winter and finally in the spring to monitor student progress throughout the year.

Addressing the Needs of ELL Learners

In grades PreK-2, the program Imagine Learning is being used to provide ELL support. Weekly progress reports through the program allow for progress monitoring and gives data on the support needed by the students. In grades 3-8, ELL students have live, scheduled classes via Zoom. These classes meet every other day. The district has two Instructional aides that assist with translation of classroom instructions when needed, either during the live general education classes or with pre-recorded lessons and instructions. Additionally, guidance counselors run virtual “lunch bunches” to assist with socialization.

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Regular communication with ELL families is done via email, Zoom meetings, or Google Hangouts. When needed, one of the district's teachers is invited to translate. Additionally, the district uses the company TransPerfect to translate written communication that gets mailed home.

Students K-2 will have iPads provided for home use upon parent request. Students in grade 3 and grade 4 will have MacBooks provided upon parent request. In grades 5-8, each student has a district-provided MacBook Air laptop. Technology support is available remotely through the District Technology Coordinator and the Instructional Technology Coordinator.

Progress Monitoring for Special Education Instruction and Related Services:

As the Demarest School District plans for a possible closure by the DOH regarding COVID-19, the following steps should be taken:

1. Update your baseline data regarding students' functioning. This will provide a basis for determining what, if any, progress was lost during closures.
2. Determine if there is a portion of the IEP that cannot be addressed remotely. Document and share your concerns with the CST supervisor.
3. When students return to school, assess students and compare to baseline to determine if there has been a loss of skills. Prepare to address the gaps.
4. Prepare materials for students to complete at home that are not only curricular based but also address specific goals and objectives.
5. Continue to take and monitor data.
6. Be prepared to discuss student functioning when schools reopen.
 - What are the differences in performance between the baseline data and how the student functioned when s/he returned to school?
 - What concrete steps will be taken to remediate?

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Child Study Team and Related Services

1. The related services of speech and language therapy, occupational therapy, counseling, supplemental literacy instruction will be delivered via Google HangOuts, Google Classroom and Seesaw, or any combination thereof. The physical therapist, who is a contracted employee, is providing information via email to parents so that they are able to implement a home program in an effort to maintain and improve skills.
2. A guide for related service providers to contact appropriate county and state organizations, the police and administrative staff is in place should a student reveal an intent to harm to self or other.
3. CST contact information has been distributed to all parents/guardians of students with an IEP in case a check-in is needed.
4. All Annual Reviews, re-evaluation planning meetings, initial planning meetings and eligibility/non-eligibility meetings will be conducted remotely with parental agreement.
5. Assessments that are in-process will be conducted upon the return of students and staff and will be done so in a judicious manner dependent upon staff and student availability.
6. Eligibility meetings will occur as scheduled. In the case where assessments were not completed as a result of school closures, a plan will be made with the parents to establish a mutually agreed upon timeline for completion.
7. Out-of-District Students: The supervisor of the CST will communicate with all Out-of-District Placements to ensure the delivery of instruction during school closures. The supervisor will serve as a liaison between the transportation companies and the parents.
8. A communication link has been established with Region III, who oversees transportation of Out of District Students, and the CST supervisor to ensure the transportation of students whose out of district placement stays open.
9. Progress Monitoring, as outlined above, will be used to make the determination regarding possible regression and the potential need for compensatory services.
10. Criteria was established to ascertain whether or not students needed additional related service sessions (speech and language therapy, occupational therapy, physical therapy and counseling). Additional services were provided. This evaluation is ongoing.

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11. Criteria was established to ascertain whether or not students required additional academic support. This evaluative process is ongoing.
12. Pre-COVID decision making for the provision of summer programming was revised based upon students' most recent needs. The provision of services will be provided for identified students. Summer programming updated below.
13. A data collection system was created to track student progress, parent contact, teacher consultations, Child Study Team consultations and meetings.
14. Assessment needs are being tracked.

Special Education ESY (Extended School Year)

The teachers and the related services providers met, conducted an in-depth analysis of student functioning to ascertain which students, who were not identified as needing summer support prior to the quarantine, might benefit from such support since moving to a virtual platform. Specific criteria were employed such as students' grades prior to the quarantine in comparison to students' grades during quarantine, whether or not students were able to work towards stated goals and objectives, student engagement during virtual learning, and student attendance. A summer program was developed as follows. All academic programs and related services will run from July 6 through July 24, 2020. Pre-school students will access synchronous and asynchronous learning platforms one hour daily for a total of three hours per week. Skills targeted via the students' goals and objectives will be taught. The related services of PT, OT, Speech and Language will be offered on an individual basis to support students' development. The LLD class, located at DMS will access synchronous and asynchronous learning platforms one hour daily for a total of three hours weekly. Skills targeted via the students' goals and objectives will be taught. The related services of PT, OT, Speech and Language will be offered on an individual basis to support students' learning and skill development. At the elementary level students goals and objectives will be addressed by providing access to the related services of OT, PT, Speech and Language, and Supplemental Literacy Instruction to be offered on a one to one basis. Demarest Middle School students will access ELA and Math instruction one hour daily for a total of three hours weekly using both synchronous and asynchronous learning platforms. They will have access to small group therapy for Speech and Language, Supplemental Literacy Instruction and Occupational Therapy.

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Special Education Follow Up with Families

Guidance and CST Members' expectations will be shared with their respective departments for ways to be productive and engage with students during this day. Counselors and CST members will document work-flow with their direct supervisor (principal or supervisor of special services) and establish available office hours for students and/or parents to communicate with them. Counselors and CST members will be responsible for staying in touch with students whom we know might find this type of learning a challenge. Additionally, counselors, where feasible, can support the academic experience and interaction with staff.