

Blairstown Township School District

Virtual Learning Plan



Revised: August 2022

Board of Education approval: September 22, 2022

The Return to Virtual plan will only be utilized if we have an outbreak and are forced to shut down BES and return to virtual learning. The goal is to remain open for five full days for the duration of the school year.

OVERVIEW OF VIRTUAL LEARNING

- Students will have live instruction with teachers daily via Google Meet.
- Consistent schedules for online sessions will be shared. Students will follow their normal daily schedule.
- Students are expected to check Google Classroom/Seesaw each morning for assignments.
- Students will be given materials and supplies including some paper-based activities to use for online lessons if needed. Pickup arrangements will be made prior.
- Families requiring any kind of technical support are encouraged to reach out to the school.
- Students will be provided with a Chromebook. All Chromebooks are monitored using GoGuardian.
- The district will continue with district benchmark assessments collecting data to drive instruction and to further assist students with Rtl.

PLANS FOR IMPLEMENTING VIRTUAL LEARNING

Technology/Internet Access

- All students will be assigned a Chromebook via their homeroom teacher.
- Technology assistance will be available to any family in need of technical support via email at virtualteachsupport@blairstownelem.net
- Hotspots will be available if needed by families.

Scheduling

- The Virtual Learning Day will follow the regular school day schedule. Students will have lunch, recess, and specials during their regularly scheduled time. Please see below:

Schedule:	Time
Homeroom:	8:25-9:8:50
Period 1	8:52-9:32
Period 2	9:34-10:14
Period 3	10:16-10:56
Period 4	10:58-11:38
Period 5	11:40-12:20
Period 6	12:22-1:02
Period 7	1:04-1:44
Period 8	1:46-2:26
Period 9	2:28-3:10

- Teachers will post links to classes in Google Classroom (grades 3 through 6) or Seesaw (Kindergarten through 2) using Google Meets.
- Attendance will be verified daily by the homeroom teacher through Realtime.

Lunch

- Lunch will be available to eligible students for pick up weekly and will be coordinated with our food service provider, Maschios. Parents will be notified of the weekly schedule.

EXPECTATIONS FOR VIRTUAL LEARNING

All subject areas

- Daily lessons with teachers will be provided Monday- Friday according to the student's schedule.
- Modifications may be made to the schedule with prior approval of administration.
- Content areas will follow the Board of Education approved curriculum for the appropriate age and grade level of the student.
- Assignments and assessments will be electronically posted and submitted as often as possible.
- Teachers will maximize instructional time to demonstrate content and check for understanding.
- Students will be expected to participate in virtual lessons and complete assignments in a timely manner.

- Classes will be live-streamed.
- Teachers will provide any information regarding any changes to student schedules.

Students with disabilities:

- All IEPs will be followed and executed with proper modifications and accommodations.
- IEP meetings will be conducted virtually through google meet.
- Case managers will closely monitor their student’s progress working with parents in providing the necessary services. Parents will be provided with weekly progress via email.
- Compensatory services will be provided if needed by the student.

ELL Students:

- Students will be provided with work translated into their native language.
- Teachers will utilize google translate if needed.

Special Area Classes:

Music, Art, Library, Health, Spanish, STEM

- Provide necessary supplies and/or technology platforms for at-home projects.
- Classes will follow their normal daily schedule having the class at the same time as they would during live instruction.

Band

- The teacher will schedule individual virtual band lessons for each student.

PE:

- Post weekly assignments for PE.
- Encourage outdoor activities.

Related Services and Counseling:

- Sessions will be scheduled virtually

Lesson Structure for Virtual Learning

Virtual Learning Lesson Expectations:

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

- Students may be expected to view content before a lesson to be prepared to talk about the content. Students should check all subjects in Google Classroom/Seesaw each day for assignments.
- Classes will have activities to encourage socialization.
- Special education students will receive modifications and accommodations consistent with their IEPs. Efforts will be made to support students with virtual one on one assistance and/or instruction as necessary.
- Parents are encouraged to communicate with teachers if there are scheduling conflicts or other issues that may hinder their child's ability to attend lessons.
- Teachers will maximize instructional time to introduce and demonstrate concepts.

Attendance

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

Social-Emotional Learning

- Teachers will encourage collaboration and socialization as much as possible during instruction.
- The school guidance counselor will be available to assist with any issues that may arise during virtual learning.
- Efforts will be made to provide socialization/sharing activities.

Grading in the Virtual Classroom

- Assignments are expected to be completed and submitted.
- Posted assignments will be graded.
- Same grading procedures will be in place as in a normal school year.
- Teachers will contact parents if students drop a grade or do not attend virtual class via email.

Student Code of Conduct for the Virtual Learning Environment

The standards of behavior in a remote setting are as important as they are in brick and mortar classrooms. In other words, remote classrooms are real classrooms with certified teachers; therefore, appropriate student behavior is expected. To ensure all students in a remote setting understand how to behave in an online environment, we have developed a Remote Learning Code of Conduct that expands upon and shall be used in connection with the existing Student Code of Conduct.

Student Interactions with Faculty and Staff

1. Students shall address all faculty and staff respectfully.

2. Students shall communicate with faculty and staff using proper language in complete sentences and in a polite, courteous manner.
3. Students shall use email accounts provided by the district for all school-related communication and for access to all district-provided programs.
4. During Zoom, Google Meets, or any other live streaming sessions, students shall turn on video and audio functions unless otherwise directed by teachers and shall use their given names when logging into programs.
5. Students shall contact teachers when in need of assistance.
6. Students shall be dressed appropriately at all times.
7. Students should not be eating during their scheduled class time.

Student Interactions with Classmates

1. Students shall address each other respectfully.
2. Students shall communicate with each other in a polite and courteous manner as well as using proper language.
3. Students shall use email accounts provided by the district for school-related communication and shall not engage in personal conversations with friends.
4. Students shall use email accounts provided by the district to access all district-provided programs.

District Email Accounts. Students are provided Blairstown Elementary School District email accounts to be used for school-related communication and for access to all district-provided programs. Email transmissions are monitored by district staff who will be alerted to inappropriate content. Unacceptable use of email includes, but is not limited to, harassment, intimidation, profanity, obscenity, cyberbullying, hate email, discriminatory or racist remarks, political activities, etc. All email and email content are the property of the district. Everything and anything a student searches can be traced by the district. Students should only be using their school-issued Chromebook for school activities.

1. Email accounts shall be used by the authorized owner of the account.
2. Students shall protect passwords and shall not share passwords with others, the exception being their parents/guardians. Sharing of passwords can cause issues with student privacy.

Creative Credit and Copyright. Using the creative work of others without appropriate citations leads to copyright infringement, plagiarism, piracy, and displays a general lack of respect for the work of others. Students shall not engage in the following:

- **Cheating.** Cheating takes on many forms and includes fabricating written assignments; giving assistance to another student without the consent of the teacher on tests, quizzes, and assignments; accepting assistance from another student without the consent of the teacher on tests, quizzes, and assignments; and accessing unauthorized teachers editions or answer keys. Cheating also includes the use of technology to obtain answers for graded course material, tests, quizzes, and assignments. Using one assignment to fulfill the requirements of more than one

course without prior approval from all involved teachers is another form of cheating. Upon investigation, any child to have engaged in any form of cheating shall be disciplined.

- **Colluding.** Colluding is permitting one's individual or group assignments to be copied or used by another student or group of students for graded assignments. This also applies to the transmission of assignments to another student to be submitted as his/her own. Team projects, where students work together as assigned by a teacher and submit one final project, are permissible. Upon investigation, any child to have engaged in colluding shall be disciplined.
- **Plagiarism.** Plagiarism is the act of presenting the work of others as one's own because information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, etc. are not properly cited in the final project. Upon investigation, any child to have engaged in plagiarism, whether accidentally or with intent, will be disciplined.

Parents are expected to:

1. Ensure technology is ready to use each day.
2. Ensure their children are available for instruction each day per student schedules.
3. Monitor their child's Internet use.
4. Please do not use your child's school-issued Chromebook for personal use.
5. Apply parental controls available through their internet service provider and or wireless router.
6. Ensure their children use district-provided email to engage in school-related communication with teachers and fellow students.
7. Ensure their children use district-provided email to access district-provided programs.
8. Ensure an adult is at home with their children during remote instruction sessions.
9. Ensure their children contact teachers when in need of assistance.
10. Work in collaboration with teachers to ensure their children maintain appropriate behavior during Google Meet, and any other live streaming sessions.
11. Understand that the district monitors all email communication and will render discipline when an investigation reveals inappropriate use.
12. Teachers cannot provide both technical support to parents and provide instruction to students throughout the duration of the school day.
13. Contact teachers via email during scheduled office hours using their school emails only.
14. Students should not contact teachers via social media apps or their personal cell phones.
15. Understand that teachers will return phone calls and/or emails within 24 hours, but may not be able to do so immediately.
16. Understand that their children are required to complete and submit ELA, mathematics, science, social studies, Spanish, physical education, health, art, library, and music assignments in accordance with teacher directions and timelines.

Cleaning and maintaining healthy facilities, including improving ventilation:

- The district has developed a schedule to ensure extra cleaning and disinfecting takes place throughout the school.
- The extra custodial staff has been hired to help clean the building throughout the duration of the school day.

- All cleaning products are used according to the directions on the label.

Classrooms:

- Classrooms will be cleaned and disinfected daily utilizing electrostatic sprayers.
- Classrooms will be supplied with disinfecting wipes (EPA approved) for intermittent cleaning by the staff of commonly touched areas.
- Custodians will utilize electrostatic sprayers to clean all student and teacher desks, door handles, handrails, light switches, computers, keyboards, tables, and seating areas.

Restrooms:

- Bathrooms will be cleaned on a regular schedule consistent with protocols outlined by the Environmental Protection Agency (EPA).
- Bathrooms will be disinfected at a minimum daily using the electrostatic sprayer. This frequency will be adjusted with the use of a given bathroom facility.
- BES will have all student hallway bathroom doors propped open to limit personal contact.
- Water bottles will be used in lieu of the water fountains. Students are encouraged to bring their own daily supply of water, but the district will maintain a small reserve of water bottles on hand for any student who may forget their own.

Ventilation:

- All units are checked once a month and serviced when needed.
- Air filters are changed every three months using the recommended MERV.
- The units are equipped with exhaust fans with a fresh air intake.
- Windows are open throughout the building when the weather allows.

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