

**Jefferson Township Public School**

**Virtual/Remote Instruction Program**

**2024-2025**



## **JTPS Emergency Virtual or Remote Instruction Programs for the 24-25 SY**

In the event one or more of the schools of Jefferson Township School District experiences a closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the following plan will be implemented to ensure the continuity of instruction for students using virtual/remote instruction in order to meet the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

Included in this document are the schedules for virtual instruction for grades Pre-K, 1-5, 6-8, and 9-12 which details the length of the virtual/remote instructional day; how students will be provided the necessary technology and internet access required for virtual/remote instruction; and how students and families will continue to be provided with access to school-provided breakfast and lunch in the event of a prolonged school closure.

### **Equitable Access and Opportunity to Instruction**

The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction. The district has a 1:1 laptop or Chromebook program in place for all students.

#### **Student Access to Devices**

##### **Grades PreK-5**

- Families of preschool students will be provided with a district device and internet connectivity on an as-needed basis.
- 1:1 student devices are available for all students in grades K-5.
- In the event a classroom, school building or the entire school district is ordered to be closed for more than three days, the building administrator(s) will coordinate with the Technology Department and faculty to distribute a device to each student.
- Students will be provided with the device that has been assigned to them for the school year in order to track which devices are returned when in-person learning resumes.
- If students are in school when the directive to close school for an extended period of time is received, staff will strive to send student devices home with students at the end of the school day.
- If students are not in school when the directive to close school for an extended period of time is received, student devices will be available for parents to pick-up in the main office of the school at their earliest convenience.

##### **Grades 6-12**

- All middle and high school students have a device assigned to them that they transport to and from school each day.

The Technology Help Desk is available for students/parents to report issues with district-provided devices in order to ensure students have a working device to provide them with access to online instruction.

## **Internet Access**

For students/families that do not have internet connectivity in their home, the district will provide the family with a cellular mobile hotspot in order for the district device to access the internet. The district will pursue additional connectivity resources depending on the needs of students and families.

## **Addressing Special Education Needs**

The regular school program will continue to the greatest extent possible. The elementary, middle and high school instruction follow their regular class schedules. Special education students will have little to no interruption of their instructional program. If necessary, paraprofessionals can individualize instruction while being monitored by the classroom teacher. Accelerated learning opportunities and programs for gifted students will continue to the greatest extent possible.

The progress of special education students will be monitored by the special education teachers. The teacher(s) will communicate progress to case managers who will meet with students and parents on an as needed basis to follow up on the services that are being provided. Regularly scheduled IEP meetings, evaluations, etc. will be conducted online/virtually to the greatest extent possible.

## **Addressing English Language Learners (ELL) Plan Needs**

English Language Learners will have uninterrupted instruction with their peers during virtual instruction. All ELL students will engage with their ESL teacher to provide individualized instruction to the greatest extent possible.

Translation services will be available via the district website, Google Apps for Education, and on an individualized basis to the greatest extent possible.

Professional development for teachers in Sheltered English Instruction will be available for teachers on an as needed basis depending on the ELL students assigned to their class(es).

## **Continuity of Meal Service**

- Meals will be offered each day for pick-up from the school(s) that are closed.
- Breakfast and lunch will be available each day for students who are eligible for free/reduced price meals.
- Pick-up times will take place during the normal lunch time so that there is no conflict with class time.
- In the event that all district schools are closed for in-person instruction, meal pick-up for all students will take place at the Jefferson Township Middle School.

## **Facilities Plan**

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. Should health conditions warrant, a rotating skeleton crew will be deployed. In addition to all existing established cleaning procedures, the school custodial staff will implement a deep clean of the school building, including classrooms, restroom facilities, gymnasium locker rooms, and cafeterias.

In the event of district closure, all vehicles involved in the transportation of students will be cleaned and disinfected daily using a combination of sanitizing wipes and Atomizing Disinfectant Sprayers

In summation the Jefferson Township Public Schools will follow all recommendations outlined in numerous Government publications and advisories which are already established and will adjust procedures and policies accordingly as new advisories are released and updated

## **Resources for Teachers**

### **Synchronous Learning**

Synchronous learning happens in real-time and what is done face-to-face is usually accomplished through the use of video tools such as Google Meet, allowing for discussion, small group targeted instruction, or questions and answers.

## **Possible Framework**

### **Community Building**

Relationships are foundational to learning and intentionally building community and a safe space to connect and learn is critical to start the year, but also important to sustain the culture throughout the year. **(5-10 minutes)**

- Student check-ins (SEL Strategies)
- Share celebrations
- Discuss current events
- Breakout groups
- Show and tell (K-5)
- Opening question prompt (Do Now)

### **Whole Group Lesson**

Use this time to introduce new ideas, skills, or content where you can solicit input from students and encourage interaction. **(10-15 minutes)**

- Readers/Writers workshop
- Read alouds
- Share a strategy
- Model Primary/Secondary text analysis
- Introduce a concept
- Launch projects or challenges
- Questions and answers
- Socratic Seminar

- Students collaborate with peers on Google Docs, Slides, sites, etc.

## **Feedback and Guidance**

Create intentional time to connect (breakout rooms in Zoom & Google Meet) and provide feedback to learners and ensure that peers can review and provide feedback and guidance as well. **(5-10 minutes)**

- 1:1 check in
- Small group instruction
- Peer feedback
- Goal setting

## **Reflection/Celebration of Learning**

Opportunities to make learning public and share progress is motivating and helps learners take ownership of their learning. **(5 minutes)**

- Exhibition
- Student presentations
- Share and reflect on learning
- Exit ticket

## **Activities for the Classroom**

- Interactive discussions and hands-on lessons
- Lab or science work that needs supervision
- One-on-one instruction time for vulnerable students
- Well-being check-ins

## **Best Practices and Helpful Hints**

- Whether in person or virtual, building rapport and setting expectations are critical for success.
- Experts suggest offering a combination of live instruction and work that students can do on their own time (synchronous and asynchronous).
- It is not appropriate to end synchronous learning sessions early. You should view them as akin to in-person, “bell-to-bell” teaching. Should any outside observer visit your Google Meet session, students should be engaged in the lesson.
- Remember that what may/did work in college and graduate level online courses might not be applicable to K-12.
- With limited time and distance learning, engagement is more critical than ever.
- Keep technology use simple in order to avoid turning the course into a support nightmare and gradually add more advanced technology.
- Redesign is an incremental process. Try not to include too many new activities at first. Start small and build it one piece at a time.
- Focus on the integration of the online and face-to-face components. Connecting what occurs in class with what is studied online is critical so instructors do not end up teaching two parallel but unconnected courses.
- Make all assignments and other course expectations as explicit as possible right from the start. In particular, make sure that the schedule of in-class and online work is clear to the students, and that due dates are stated explicitly and repeatedly.

## Links to Best Practices

- 2 Simple Ways to Improve Online Instruction  
[2 Simple Ways to Improve Online K-12 Instruction](#)
- Designing Your LMS to Make Distance Learning Better  
<https://www.edutopia.org/article/designing-your-lms-make-distance-learning-better#:~:text=With%20content,interactive%20content%20into%20your%20LMS.>
- Teaching Strategies of Award-Winning Online Instructors  
[Teaching Strategies of Award-Winning Online Instructors](#)

## Setting Expectations for Virtual Learning

### Meeting Expectations

- Please remind students to remain on mute unless they are speaking.
- Student cameras will be turned on during synchronous instruction.
- Remind students to be appropriately dressed, and to avoid distractions (e.g. eating, drinking, inappropriate posters, TV, iPads, video games, etc.) in the background.

### Developing Rapport with Students and Parents

- [7 Ways Educators Can Help Students Cope in a Pandemic](#)

### Student Engagement

- [Keeping Kids Engaged in Remote Learning](#)



## 8 Non-Tech Remote Learning Ideas



1. Modeling through written explanations
2. Scaffolded questions and tasks
3. Guided and independent practice
4. Authentic challenge problems
5. Independent reading with reflective questions
6. Playlists and choice boards
7. Movement activities
8. Reflective writing journals



Eric Sheninger  
@E\_Sheninger

### Increasing Student Accountability

- Increased face-to-face interaction via Google Meet.
- Use small and frequent assessments/assignments (e.g. checkpoints built into presentations and projects).
- Check with your building administrator for guidance on disciplinary actions that can be taken.
- Frequent parent communication.
- Use of engaging and personalized lessons.

### Virtual Learning Teaching Resources

#### Technology 24-25

- <https://drive.google.com/drive/folders/1a7K9VtZSsB6t6OXeyfE2ZNVX-C5x2SPk?usp=sharing>

#### District Software 24-25

Teachers	Grade K	Grade 1	Grade 2
Clever	Destiny	Destiny	Destiny
Google EDU	Foundations	Ed Your Friend - SCI	Ed Your Friend - SCI
Heinemann Leveled	Mystery Science	Mystery Science	HMH Textbook
LinkIt!	Google Apps Edu	Raz-Plus/Vocab A-Z	Mystery Science
Adobe Creative Cloud	Raz-Plus/Vocab A-Z	Science A-Z	Pearson - SS
Naviance	Science A-Z	Story Jumper	Raz-Plus/Vocab A-Z
Notebook	Story Jumper	Reveal - Math	Google Apps Edu
Read&Write	Reveal- Math	Scholastic News	Story Jumper

RealTime		Google Apps Edu	Reveal - Math
Learning Ally			
Lumio			

Grade 3	Grade 4	Grade 5	Grade 6-8	Grade 9-12
DBQ - SS	DBQ - SS	DBQ - SS	DBQ - SS Gr 8	AutoDesk
Destiny	Destiny	Destiny	Destiny	Avid Pro-Tools
Mystery Science	Ed Your Friend: Sci	Mystery Science	Discovery- SS, Sci	Destiny
Nat Geo - Sci	Mystery Science	Nat Geo - Sci	Membean	Discovery - SS, Sci
Pearson - ELA	Pearson - ELA	Pearson - ELA	ALEKS	Ed Your Friend - World & US History
Raz-Plus/ Reading A-Z	Raz-Plus/ Reading A-Z	Raz-Plus/ Reading A-Z	Noodle Tools	HRW - SCI
ALEKS	ALEKS	ALEKS	No Red Ink	SWANK
Story Jumper	Story Jumper	Story Jumper	Google Apps Edu	McGraw - Math, Art, SS, Chem, Bio
Reveal - Math	Reveal - Math	Reveal - Math	Gale	Membean
Words Their Way	Words Their Way	Words Their Way		Noodle Tools
Google Apps Edu	Google Apps Edu	Google Apps Edu		No Red Ink
				Cengage
				Adobe Creative Cloud
				Knowledge Matters
				Google Apps Edu

## Grading

### Assessments/Assignments Categories and Percentages

#### High School

- 60/40 for all courses except Honors and AP courses
- 75/25 for all Honors courses
- 80/20 for all AP courses

#### Middle School

- 60/40 for all courses

#### Elementary

- 10% for Homework
- 40% for Assignments
- 50% for Assessments/Projects



## **Attendance**

Student attendance will be taken during synchronous instruction. Teachers can use a Google Meet plugin that will create a Google Sheet listing students who are in attendance. Attendance will be taken at the beginning of each period at the middle and high school levels. Students must log in to each class period on time and have the camera on the laptop/Chromebook on in order for the student to be marked as “present”. Elementary students must log in at the start of the school day.

The district attendance policy will be followed. Parents will be notified if a student is marked absent without a parent notification of said absence in Realtime. If necessary, one of the School Resource Officers can be sent to the home for a wellness check.

## **Assessment Considerations**

As you are aware, in a virtual environment, students have unfettered access to online resources which makes academic dishonesty a problem. Below, you will find tips and tricks to overcome these hurdles:

- Craft summative assessments that are not searchable on Google. Assessments that require students to think and plan strategically (think Depth of Knowledge Level 3 and 4) make cheating significantly more difficult.
- In a hybrid teaching model, use in person (face-to-face) time for administering summative assessments.
- In a 100% virtual environment, utilize tools such as LinkIt! in order to administer exams. Additional features in LinkIt! have been turned on for your use, including a feature that does not allow students to open other windows while taking an exam.
- Administer timed exams during synchronous learning periods. Have students leave their cameras on for the duration of the timed assessment and monitor the Google Meet to ensure students are not looking away or using other devices.
- Since students are apt to collaborate, utilize projects where applicable. Projects can be presented to the class, using Google Meet, during synchronous learning periods, if time permits.

## **Advanced Placement (AP) Courses**

The unique and rigorous nature of our AP courses present a special challenge. No information has been released by the College Board on the format of the exams in May of 2022; therefore, at this point we have to assume they will be of standard length. In the event virtual instruction occurs for a prolonged period of time, faculty will adjust their teaching methods accordingly, i.e. utilize more direct instruction. Additionally, an increased amount of work must be done by students, where appropriate, outside of the classroom.

## **OTHER CONSIDERATIONS**

### **Accelerated Learning Opportunities**

Teachers will utilize various methods to provide students with accelerated learning opportunities through differentiated instruction during lessons and various technology tools and platforms such as:

	Description	Ways to Use with Gifted Students
<a href="#">Khan Academy</a>	Free Online Courses	Review, Enrichment, Acceleration
<a href="#">NearPod</a>	Student Engagement Platform	Live lessons aligned to curriculum standards
<a href="#">PearDeck</a>	Student Engagement Platform	Pair with Google Slides and Google Meet, Interactive and engaging slideshows for mini-lessons
<a href="#">Google Meet</a>	Video Conferencing App	Socratic Seminar, Debate
<a href="#">Google Classroom</a>	Student Assignment Platform	Discussion Posts
<a href="#">Flipgrid</a>	Video Recording Platform	Book Talks, Explain Math Thinking
<a href="#">Padlet</a>	Collaborative Discussion Platform	Book Recommendations, Critical Thinking

### **Social and Emotional Health of Staff and Students**

- Students - School guidance counselors and Child Study Team members will be available to check in with students and assist families. The district will also direct families to the U.S. Department of Education's guidance document - [Supporting Child and Student Social, Emotional, Behavioral and Mental Health Needs](#).
- Staff - The district will continue professional development on the Attuned School Model - Creating Emotionally Safe, Well-regulated, Nurturing, and Attuned Educational Environments and direct staff to the Center for Disease Control and Prevention website for [Strategies to Create a Healthy and Supportive School Environment](#).

**Title I Extended Learning Programs** - All Title I extended learning programs will be rescheduled so that no instructional/intervention time is lost.

**21st Century Community Learning Center Programs** - Jefferson Township Public Schools have not been designated as low-performing or high-poverty therefore 21st Century Community Learning Center Programs are not offered to students in our district.

**Credit Recovery** - During the regular, academic school year, the district does not provide credit recovery for students.

**Other Extended Student Learning Opportunities** - Students will be afforded with additional learning opportunities to the maximum extent possible based on the availability of resources throughout the duration of virtual/remote learning.

**Extra-curricular Programs** - Extracurricular activities and programs will continue through virtual means to the maximum extent possible for groups that are able to accomplish the goal of their activity/meeting in a virtual setting.

**Childcare** - The district does not provide childcare services for the children in the community.

**Community Programming** - Any community programs, such as SEPAG, will be offered in a virtual setting.

## **Essential Employees**

Jefferson Township Public Schools identifies the following groups of employees as essential in the event the district must transition to virtual/remote learning. A detailed listing of the employees in each category will be provided to the county office in the event the district transitions to virtual/remote instruction.

- Administration - superintendent, assistant superintendent, business administrator/board secretary, principals, assistant principals, directors, supervisors, and department heads.
- Secretaries
- Facilities, Maintenance, and Custodians

## **Transportation**

In the event of a district closure, in-district transportation will be suspended. The district Special Services Department will communicate with all schools to which any JTPS student attends as an out-of-district placement to provide transportation as appropriate.