

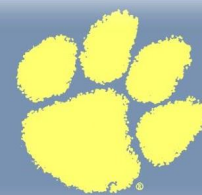


# Avon School

[www.AvonSchool.com](http://www.AvonSchool.com)

Lincoln and Fifth Avenues • Avon-by-the-Sea, NJ 07717

Phone: 732.775.4328 • Fax: 732.775.0761



## School Operations: **Emergency Remote**

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### Introduction

This document includes planning and operational guidance in the event of declared emergencies resulting in a district-wide school closure. This **Emergency Remote Instruction** plan will serve to outline instructional delivery procedures when schools need to be closed due to the conditions and criteria outlined in the Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instructional Programs. The P.L.2020, c.27 guidance provides for the continuity of instruction in the event of a public-health related district closure and affords districts the ability to operate utilizing remote (virtual) instruction to satisfy the 180-day requirement pursuant to N.J.S.A 18A:7F-9.

Although the district contends that there is no substitute for students and staff to be learning and teaching in school respectively, this plan will provide meaningful remote instruction for students in the various academic areas through online as well as project-based learning opportunities. This plan will also articulate provisions for school nutrition to eligible students, special education and related services, extended learning opportunities, and how the district can support learning at all levels of instruction.

### Notification

In the event the district is directed to pivot to an all virtual/remote delivery format (Emergency Remote Instruction), guardian notification will be distributed through the district emergency notification system: guardian contact email, guardian contact text message, and district homepage announcement.

Faculty and Staff will be considered essential personnel and will be available at the school on these days as long as conditions and guidance permit occupancy of the buildings. These staff members may include the Superintendent/Principal, Director, Head Custodian, Main Office Staff, Technology Coordinator, Teachers, Paraprofessionals, Aides, CST members, and the Buildings and Grounds Maintenance team members. A list will be provided to the county office at the time of transition to remote or virtual instruction.

The school grounds and offices will be maintained by the Buildings and Grounds team daily, Monday through Friday except for holidays. The business hours of the main office will be 8:30 am to 2:30 pm daily during the Emergency Remote Instruction period. Since conditions change each day and the public will have very limited access to the school buildings at this time, please call ahead before attempting to visit the school buildings.

### Core Guiding Principles

- A. Health, safety, and wellness of students and staff is a top priority (School Counselor, Social Worker, and Psychologist will be available to students and staff as needed to support social and emotional health)
- B. Maintain continuity of instruction

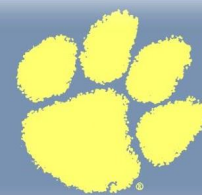


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- C. Flexibility to accommodate the needs of all learners
- D. Facilitate equity and ease of access to communication, instruction, and resources
- E. Involve staff, students, parents, and board membership in the analysis and planning cycle

### **Equitable Access**

The district will ensure that all students in need of requisite educational technology (including hardware and connectivity) will have their needs fulfilled. All students will be issued a one to one, internet ready device. Families in need of at-home internet access may submit an electronic or written request for assistance to the school principal.

District issued devices will be distributed at the beginning of Emergency Remote instruction operations. Devices will be student/family specific and may not be exchanged with another student or family member's device. Should a device fail, break, or become inoperable the district will replace the device with a "Loaner" device while that device is repaired. "Loaner" devices help reduce lapses in student access to remote instruction. Cleaning and care of "Loaner" devices ahead of recirculation will be consistent with "Guidance for Cleaning and Disinfecting" identified by the CDC.

Student and staff devices distributed for emergency remote instruction delivery operations will be able to access district accounts and operate under the districts' web filters and ongoing monitoring capabilities.

Families where English is a Second Language (ESL) will be supported through the district website translation application, direct messaging translated by staff (and/or applications), and through live translator (where feasible) support. Communication is translated for staff and ELL families through the Talking Points application and district website. All staff members and families have access to this translation application. Teachers receive on-going training in Positive Behavior Interventions and Support (PBIS) to ensure that teachers are responsive to the needs of ELL students. Differentiation of content, process and product will be incorporated into the learning experience of ELL students.

### **Day Schedules (Full, Half, & Short)**

The district will follow a modified single-session (Short Day) schedule to deliver emergency remote instruction. The district will follow a modified single-session (Half Day) schedule to deliver emergency remote instruction, that includes a twenty-five minute recess that concludes each day. Staff will work their regular contractual schedule with start and end times remaining consistent. Once the short day schedule is completed, staff will have a duty-free lunch and time for planning and preparation. Staff will also be available in the afternoons to conduct targeted small group, one-on-one instruction, and progress monitoring conference sessions with students.

Full Day Schedule: 08:05 am - 03:05 pm

Half Day Schedule: 08:05 am - 12:40 pm

Short Day Schedule: 09:05 am - 01:25 pm

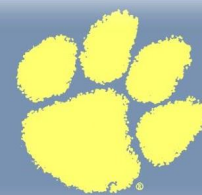


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### **Attendance**

All attendance will be recorded in the district Student Information System (Genesis). Students must be present at the start of each video conference (ie: Google Meet) session to be marked as present. Teachers will contact the parents/guardians when attendance issues are a concern. If attendance concerns continue, teachers should contact the School Attendance Officer (School Nurse) and the School Principal. Attending virtual class sessions will count towards the student's participation grade. The Attendance Officer and Principal will follow normal communication protocols when students are excessively absent. Teachers will follow regular communication protocols with parents/guardians when students are missing assignments.

### **Educational Program**

Teachers and certified staff will present the district's curriculum to students through virtual (remote) delivery methods. Students will follow a class period schedule designed by the school principal during emergency remote instruction and will consist of both synchronous and asynchronous learning activities. To accommodate students who may have difficulty following a school schedule from home every day, live instruction or prepared instruction may be recorded and posted in the learning management system for on-demand review. Students who demonstrate an ability to accelerate will be provided opportunities to expand their learning through differentiation including but not limited to guided self-paced learning activities. Further, identified students will be provided additional learning opportunities that meet their individual needs including gifted and talented learning experiences and extended learning experiences.. Extra curricular programs such as musical performances and plays will be transitioned to virtual activities when feasible.

Emergency Remote Instruction will include typical academic program areas including Language Arts, Mathematics, Science, Social Studies, Health, and the other Related Arts (Music, Art, Physical Education, Spanish, Library, and Technology) subject areas. The district online learning environment, or Learning Management System (LMS), is facilitated through the Google Suite for Education. Teachers will post information and assignments electronically as well as provide feedback to students through the LMS (ie: Google Classroom), school website (teacher pages), video conferencing (ie: Google Meet), Student Information System (ie: Genesis Gradebook), supplemental software (ie: Dojo), and/or district email (where appropriate).

Students will utilize the LMS and Google Suite Apps to produce word processing documents, spreadsheets, and presentations. They may receive lessons and class materials as well as communicate virtually with their class and teacher via the Google Classroom and Meet. Online "textbook" software, assessment, and supplemental support software will be accessible to all staff and students. These resources are very important tools in supplementing and complementing curriculum content virtually.

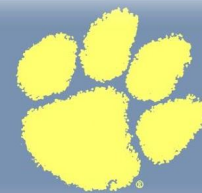


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Faculty and staff will be expected to be available to students and parents in order to answer questions, provide feedback, and supply assignments. Educational activities and materials will be differentiated to meet the learning needs of the specific grade levels, cohorts, and students.

### **Afternoon Conferencing**

Instructional staff will utilize contractual afternoon instructional time to virtually meet with small groups and one-on-one with students about individual status and progress performance. This time should first be devoted to students who require additional time and support with a set schedule so that these students know when to attend the session. A student who has difficulty with an assignment during the day can also request to attend these sessions. Teachers must inform the students of this opportunity before the end of the instructional period. Multi-Tiered System of Support (MTSS) staff (ie: Reading Specialist, Math Interventionist, English as a Second Language teachers, Speech Therapist, Occupational Therapists, etc.) should schedule (if possible) their sessions with students during this time. Teacher schedule collaboration will be key when coordinating these sessions and services.

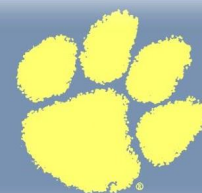


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### Synchronous vs. Asynchronous Instruction

Emergency Remote		
	Synchronous	Asynchronous
Definition	Refers to instructional delivery where students and teachers are interacting simultaneously in real time using video conference technology.	Refers to instructional delivery where students retrieve learning task direction and resources independently and as needed.
What Does it Look Like?	<p>Teachers and students follow the school day schedule. Teachers conduct whole group instruction to all students watching via video conferencing while at home. The live instruction may be recorded (screen capture) and posted for viewing at a later time.</p> <p>A second teacher may be assigned to grade level cohorts to help monitor remote learning logistics.</p> <p>Students remain muted during live instruction, but may unmute to ask a question. Teacher previews, explains, models, demonstrates, expectations and/or learning tasks assignments to be completed by all students.</p> <p>Students can additionally follow along with learning progressions and assignments through the learning management system (Google Classroom and Teacher webpage).</p> <p>Teachers may also conduct small group and one-one-one instructional and conferencing sessions through the use of breakout rooms.</p>	<p>Students advance through learning progressions by utilizing sequencing and directions through the Learning Management System (LMS: Google Classroom and Teacher webpage).</p> <p>The LMS will provide and ensure access to all instruction, resources, and assignments. Some instruction may be in the form of pre-recorded videos of lessons.</p> <p>Teachers provide feedback to students through district electronic channels</p> <p>Other examples of asynchronous instruction and learning experiences:</p> <ul style="list-style-type: none"><li>• listening to read aloud and answering questions</li><li>• engaging in online discussion by reading and posting responses (i.e. via Padlet, Flipgrid)</li><li>• viewing recordings of performances submitted by students. (i.e. slideshow, videos, etc).</li><li>• completing independent learning tasks, projects, and assignments</li></ul>



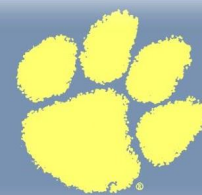


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### **Cohort Team Teaching**

If and when feasible, grade level cohorts may be assigned two staff members. While one staff member may take the lead role in providing instruction, the other staff member may be supporting any or all students by facilitating other instruction and learning support activities - possible examples may include:

*Greeting students individually through chat, taking attendance or support individual student needs, sending messages to students or updating Google Classroom, review of classroom norms daily/schedule with students, read/remind students of weekly updates/reminders and schedule planning, use of the video conference chat to: redirect, refocus, offer praise/reinforcement, ask questions, sharing instructional resources, type supplemental content into the chat, provide follow up to students with links to resources for detailed directions or instructions, record a read aloud to share with students, conduct breakout sessions with students, calling or emailing parents.*

### **Assessment**

Students will be expected to participate in lessons, complete assignments, and submit assessments on a daily basis.. Teachers will create lessons that correlate to district curriculum. Any assigned work must be completed by the end of the day unless otherwise stated by the teacher. Incomplete or missing work will impact a student's grades. Evaluation and assessment procedures will follow the district's grading policy. Students will earn grades each marking period (trimesters). Assessment grades will be posted in Genesis Gradebook (Middle School Students) in a timely manner in order to provide consistent feedback to students. Students should be informed at the outset of any courses of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of the study. As a rule, grading should reward students for positive efforts and minimize failure and students should be encouraged to evaluate their own progress.

The district also will administer Benchmark Assessments in ELA and Math to support student learning and growth. The schedule of assessment will be created and distributed to the school community through the Director's Office. This data will help staff to learn the specific academic needs of the students.

### **Special Services / Related Services**

Avon School will continue to meet requirements set forth by the Individuals with Disabilities Act (IDEA). All classified students will be placed within the appropriate classroom setting based upon their Individualized Education Plan (IEP). All components and related services outlined within the student's IEP will be provided. When learning remotely, students will engage in learning through various means and virtual platforms. Additional educational support will be made available, per student need, by the classroom teacher. Documentation of IEP mandated services will be noted by

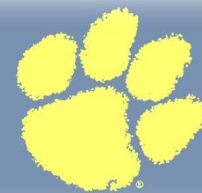


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each individual service provider on a weekly basis. Progress on the attainment of IEP goals and objectives will be noted within each IEP. All accommodations and modifications will be implemented by the classroom teacher and are noted in the curriculum as well as in teacher lesson plans. Case Managers will monitor IEP implementation, consult with responsible teachers and when appropriate communicate with parents/guardians. Additionally, Case Managers will ensure timelines for evaluations/reevaluations and all meetings are followed.

### **Provisions for School Nutrition Benefits**

During hybrid or full remote instructional delivery operations, the lunch service will remain in place and ordering will continue to operate as during full day operations. The district will continue to offer a completely nutritional cold lunch, complete with milk, five days per week. Cold lunches will vary on a regular basis. Standard district ordering practices will remain in place (lunch orders will be taken the week prior through pre order).

During hybrid operations, Grab and Go Lunch will be distributed daily to students at their classroom prior to their departure from school. During full remote operations, Grab and Go Lunch will be available for daily pick up at school, weekly pick up at school, or weekly home delivery as requested by the family.

### **Other**

While the district does not transport students to the Avon Elementary School, transportation will continue to be provided for resident students when required. The district will make a reasonable effort to work with parents/guardians who experience child care issues related to the timing and modality of remote instruction. Additionally, the district will provide parents/guardians with updates about the status of remote instruction and how best to work with their children.

### **Contacts and Resources**

Main Office Phone:

**732.775.4328**

Staff Contact List

[www.AvonSchool.com/Contacts](http://www.AvonSchool.com/Contacts)

Teacher Pages:

[www.AvonSchool.com/Teachers](http://www.AvonSchool.com/Teachers)

District Website Directory:

[www.AvonSchool.com/Directory](http://www.AvonSchool.com/Directory)

Parent Dashboard:

[www.AvonSchool.com/Parents](http://www.AvonSchool.com/Parents)

Student Dashboard:

[www.AvonSchool.com/Students](http://www.AvonSchool.com/Students)