

Emergency At-Home Instructional Plan

March 14, 2020

Announcement from the Superintendent:

I am providing you with background so all that parties are clear in regards to school closures outside of the cleaning that was completed on Wednesday, March 11, 2020. In the event that a board of education is provided a written directive to institute a public health-related closure by either the NJ Department of Health or the health officer of the jurisdiction, the board of education may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services is guided by N.J.A.C. 6A: 16-10.1 and may include direct services, online instruction, or any other means developed by the district to meet the needs of its students. Days in which students impacted by a public health-related closure have access to home instruction services, consistent with the guidance provided by the State, will count as a school day in in compliance with the 180-day requirement and in accordance with N.J.S.A. 18A: 7F-9.

The Orange Public Schools (OPS) is dedicated to the continuity of instruction, especially when emergent conditions require alternate plans. In the event of extenuating circumstances, OPS will adopt virtual learning platforms (ex: Google Classroom, Class Dojo) and will provide Extended Learning Resources to ensure the continuity of instruction when students are unable to attend school due to district/school closure.

In cases where digital access to Internet and web resources is limited, printed instructional materials will be prepared and sent home. While the virtual platform is not intended to replace the traditional classroom environment, teachers will still be able to deliver standards-based instruction to students in an online or print environment until the normal school program can resume.

The purpose of this document is to outline how OPS will continue to provide instruction and access to school and district staff while a traditional classroom setting is otherwise not recommended. The plan outlines roles and responsibilities for all community stakeholders, as the success of the virtual instructional model will be dependent upon the dedication of faculty/staff, students, parents, and district administration. This plan has been developed in accordance with the NJ Department of Education broadcast sent on March 5, 2020.

Below outlines the timeline of events and actionables that were delivered to faculty/staff, students, parents, and district administration to date in response to the COVID-19 pandemic and in preparation for possible school closure.

February 28	<p>Superintendent's Roundtable: Guidance given re: planning and preparation in response to Coronavirus (COVID-19)</p> <p>District Website updated providing guidance to faculty/staff, students, parents, and district administration regarding COVID-19</p>
February 29	<p>The Superintendent sent a message to all school nurses indicating the importance of using proper procedures for handwashing in grades Pre-K through 12 as the news outlets reported growing accounts of the COVID-19 within the United States</p>
February 29 - March 2	<p>School Nurses sent correspondences to their colleagues, by building, indicating proper handwashing as well as protocols if staff or students exhibit symptoms. Handwashing procedures as well as videos were shared across the district via the school nurses</p>
March 2	<p>A Nurse's Corner was established on the district website providing helpful hints and videos related to healthy lifestyles, combating illness, and proper handwashing videos and techniques</p> <p>The County Office sent an email to all Superintendents providing guidelines for COVID-19; this was then forwarded to school nurses for review</p>
March 4	<p>A Letter to Families and Staff was sent to faculty/staff, parents, and district administration regarding COVID-19</p>
March 6	<p>Directors brainstormed with the Superintendent around ideas re: professional development and instructional planning for schools in the event of a health-related school closure</p>
March 9	<p>Directors, Principals, Supervisors, Informational and Instructional Technology Staff met to begin crafting the instructional plan of action in the event of a health-related school closure. Student and staff surveys were disseminated to all schools to assess at-home access to devices and Wifi/Internet</p>
March 10	<p>A Principals Meeting was held at Park Avenue Elementary School to review all guidance documents and expectations in the event of school closure. Principals prepared for the virtual learning professional development sessions that they will lead on March 13</p>
March 11	<p>While there were no reported cases of COVID-19 in the Township of Orange, the district was closed to carry out a deep cleaning and sanitization of all district buildings</p>

March 12	<p>The Superintendent hosted a Nurse’s Meeting to outline health procedures and reminders to families about sick students and staff</p> <p>Device updates were shared with the Supervisor of Educational Technology such to inventory working devices within the district in the event of the need for large scale dissemination. Parent surveys were conducted online/by phone to assess access to devices and Wifi/Internet</p>
March 13	<p>The district provided a ½ day (PM) of Professional Development to have staff begin to plan and prepare instructional lessons and supports in the event of school closure. The guidance documents are linked below along with the agenda and outline to principals.</p>

Roles and Responsibilities – Parents

It is important for parents and students accessing our various virtual learning sites across schools, teachers, grade levels, departments, and content areas to have consistency in the process. The process for navigating to a teacher’s emergency **Extended Learning** page (for at-home instruction) is as follows:

Visit the school website -- Faculty -- (select the teacher) – Extended Learning tab (or content is located directly on teacher’s homepage).

Support your child in their learning process by:

- ✓ Monitoring OPS updates sent via phone blasts, Class Dojo, Remind, Google Classroom, district website, etc.
- ✓ Checking in with your child daily about the At Home/Virtual Learning tasks, activities, and assessments that they are working on
- ✓ Encouraging adherence and attendance in the At-Home/Virtual Learning check-in times offered by each of your children’s teachers
- ✓ Designating a place and time where your child will work independently on his/her assigned tasks
- ✓ Asking your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content
- ✓ Asking your child about their deadlines and supporting them, as needed, in submitting assignments in accordance with the established deadlines
- ✓ Helping your child manage logs to document progress on assignments and lessons
- ✓ Reminding your child to contact/email his/her teachers if they have any questions

Additional Supports:

Directory to Contact School Guidance Counselors & Social Workers (Social Emotional Supports/Trauma), Nurses (Medical), and Child Study Team Members (Special Services):

- ✓ <https://www.orange.k12.nj.us/Page/24120>

Office Hours/Virtual Support provides access to:

- ✓ Administrators
- ✓ Teachers/Paraprofessionals
- ✓ Technology Coordinators
- ✓ Child Study Team

- ✓ ESL Teams
- ✓ Guidance Counselors/Social Workers
- ✓ Nurses
- ✓ Secretaries

Roles and Responsibilities – Students

Student responsibilities include:

- ✓ Identifying a comfortable and quiet space to study/learn
- ✓ Dedicating appropriate time to learning, as guided by your teachers
- ✓ Routinely checking appropriate Google Classrooms and emails for information on courses, assignments, and resources, on a daily basis
- ✓ Attending and participating in any check-in times offered by your teachers
- ✓ Engaging in the virtual platforms with academic honesty, integrity, and according to the district’s Acceptable Use Policy
- ✓ Submitting all assignments in accordance with provided timelines and/or due dates

If you are having technical difficulty accessing the assignments, please contact your schools’ Technology Coordinator for support as follows:

Tech Coordinator Email Addresses:

Cleveland/Scholars	plaisine@orange.k12.nj.us
Forest/STEM	irvingna@orange.k12.nj.us
Heywood/Newcomers	stjeanan@orange.k12.nj.us
Lincoln	mitcheom@orange.k12.nj.us
OPA	phippste@orange.k12.nj.us
OHS	budhuber@orange.k12.nj.us
Oakwood/OECC	lloydlin@orange.k12.nj.us
Park	harlemde@orange.k12.nj.us
Rosa Parks	vaughaty@orange.k12.nj.us

Roles and Responsibilities – Schools/Teachers

Link to: [Expectations for At-home instruction](#)

- ✓ Creating a Google Classroom platform and assigning your students
- ✓ Creating a Class Dojo or Remind account that serves as the communication platform for parental contact
- ✓ Sharing Google Classroom codes with respective principals and supervisors so they can view the site and accompanying assignments
- ✓ Uploading standards-based assignments/assessments into Google Classroom or Class Dojo or Teacher Web Page
- ✓ Testing the virtual platforms
- ✓ Making print copies of activities for students who have limited access to devices or Internet
- ✓ Updating the “Extended Learning” tab under your respective teacher webpage
- ✓ Referencing the advanced training tutorials in the following: Google Hangout, Google Classroom, Class Dojo, and Remind
- ✓ Supporting peers that are new to the aforementioned platforms
- ✓ Setting up office hours (AM:1-2 hours; PM:1-2 hours) for

Communication with students, parents, administrators • uploading/scoring/grading assignments providing feedback

- ✓ Note: Paraprofessionals are to have the same office hours and access to curriculum portals (Google Classroom, Class Dojo, etc.)

Guidance Documents – Emergency Extended Learning Resources

Mathematics

- ✓ <https://www.orange.k12.nj.us/Page/23883>
- ✓ <https://www.orange.k12.nj.us/Page/23916>
- ✓ <https://www.orange.k12.nj.us/Page/23917>

English Language Arts

- ✓ <https://www.orange.k12.nj.us/site/default.aspx?PageID=23892>

Social Studies

- ✓ <https://www.orange.k12.nj.us/Domain/1925>
- ✓ <https://www.orange.k12.nj.us/Domain/1300>

Science

- ✓ <https://www.orange.k12.nj.us/Page/23902>
- ✓ <https://www.orange.k12.nj.us/Page/23903>
- ✓ <https://www.orange.k12.nj.us/Page/23904>

STEM

- ✓ <https://www.orange.k12.nj.us/Page/23915>

Career and Technical Education (CTE) and Computer Literacy

- ✓ <https://www.orange.k12.nj.us/Page/23858>

Related Services

- ✓ <https://www.orange.k12.nj.us/Page/23957>
- ✓ <https://www.orange.k12.nj.us/Page/23959>
- ✓ <https://www.orange.k12.nj.us/Page/23960>
- ✓ <https://www.orange.k12.nj.us/Page/23961>

ESL/Bilingual

- ✓ <https://www.orange.k12.nj.us/Page/23965>

Health and Physical Education

- ✓ <https://www.orange.k12.nj.us/Page/23859>

Visual and Performing Arts

- ✓ <https://www.orange.k12.nj.us/Domain/33>

World Languages

- ✓ <https://www.orange.k12.nj.us/Domain/2217>

Grades	Math	ELA	Soc. St.	Sci.	VPA	PE/Health	CTE/CL	WL	STEM	Total
PreK-K	15	15	(ELA)	10	10	20	15	15	15	1 hour 45 minutes
1-2	20	20	15	15	15	20	20	20	20	2 hours 45 minutes
3-5	25	25	20	20	15	20	25	25	25	3 hours 20 minutes
6-7	30-45	30-45	25	25	15	20	35-45	25	35-45	3hours:50 mins 4hours:50 mins
8-12	30-45	30-45	25	25	15	20	35-45	25	35-45	3hours:50 mins 4hours:50 mins

Minutes of Instruction Per Day/Per Subject

**Pre-K - K, Social Studies will take place in English Language Arts (ELA)*

Breakfast and Lunch Services

The Orange Township Public School District will provide packaged ‘Grab-and-Go’ breakfast and lunch, effective Tuesday, March 17, 2020 at no cost to families, at multiple locations for pick up. The selected locations are

- Newcomers, located at 123 Cleveland Street
- OECC (includes students from Cleveland Street School), located 397 Park Avenue
- Scholars Academy, located at 268 Capuchin Way
- Forest Street School, located 651 Forest Street
- Heywood Avenue School, located at 421 Heywood Avenue
- Lincoln Avenue School, 216 Lincoln Avenue
- Oakwood Avenue School, located at 135 Oakwood Avenue
- Park Avenue School, located at 231 Park Avenue
- Rosa Parks Community School, located at 369 Main Street
- Orange Preparatory Academy, located at 400 Central Avenue
- Orange High School (includes students from STEM Academy), located at 400 Lincoln Avenue

Serving times for BOTH breakfast and lunch are organized by last name:

- A-F: 7:30am – 8:00am
- G-L: 8:00am – 8:30am
- M-R: 8:30am – 9:00am
- S-Z: 9:00am – 9:30am

Device Support & Deployment

For those who responded via the parent survey, sent out on Thursday, March 12th and Friday, March 13th (assessing at-home access to tablets/devices, desktop computers, Chromebooks, and laptops) and indicating need, we will have device sign out forms and procedures ready at your child's home school. Parents will have to sign them out using a valid Government ID. Technology coordinators are included in the distribution process. Chromebook sign out is only for students in grades K – 12.

The distribution times for all district schools are as follows: 9:00 AM-11:00 AM and 1:15 PM to 3:15 PM. Scholars and Orange Early Childhood Center (OECC) have assignments that do not require technology integration therefore there is no need for sign out at those two locations.

Visit our [COVID-19 Resource Page](#) to access additional information

- ✓ Educational Technology Loan Agreement
- ✓ Chromebook Care Instructions