ORANGE PUBLIC SCHOOLS

# **Plan for At-Home Instruction**

SY 2019-2020



"Good to Great"

DR. GERALD FITZHUGH, II SUPERINTENDENT OF SCHOOLS Orange Public Schools

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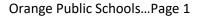
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**Orange Public Schools** 

## **Emergency At-Home Instructional Plan**

## A Message from the Superintendent of Schools

April 7, 2020

Good Evening Orange Township Public School District Community,

Thank you for your continued support and all that you have done as our District has shifted into distance learning.

This afternoon, Tuesday, April 7, 2020, Governor Phil Murphy has ordered the closure of all NJ schools indefinitely. While we initially anticipated the tentative reopening of schools in our district on April 20 (this was based on previous updates from the Governor's office) all schools will continue to operate virtually until further notice.

We will proceed with our distance learning instructional plan and keep you abreast through our communication platforms via the district website as well as our social media handles regarding any academic or operational updates.

As we head into Spring Break, we are hopeful that staff, families, and students are able to receive some respite and return refreshed mentally and emotionally as we continue with distance learning on Monday, April 20, 2020.

It is encouraged that you continue to visit our district COVID-19 Resources tab on the district website www.orange.k12.nj.us. for additional resources for families on mental health resources as well as updates on self-care for students, families, and staff.

Reminder: Spring Break Schedule

April 10, 2020: Schools and District Closed in Observance of Good Friday April 13 through April 17, 2020: Schools and District Closed Due to Spring Break

Again, thank you for your continued flexibility and cooperation during this unprecedented time. We are in this together.

Educationally yours,

Gerald Fitzhugh, 19, Ed.D.

Gerald Fitzhugh, II, Ed.D. Superintendent of Schools



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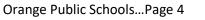
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Social Emotional Supports
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## Timeline of Events

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	Superintendent's Roundtable: Guidance given re: planning and preparation in response to Coronavirus (COVID-19)
	District Website updated providing guidance to faculty/staff, students, parents, and district administration regarding COVID-19
February 29	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
February 29 - March 2	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
March 2	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
	The County Office sent an email to all Superintendents providing guidelines for COVID-19; this was then forwarded to school nurses for review
March 4	A Letter to Families and Staff was sent to faculty/staff, parents, and district administration regarding COVID-19
March 6	Directors brainstormed with the Superintendent around ideas re: professional development and instructional planning for schools in the event of a health-related school closure
March 9	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
March 10	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
March 11	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





March 12	The Superintendent hosted a Nurse's Meeting to outline health procedures and reminders to families about sick students and staff
	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/paper to assess access to devices and WiFi/Internet
March 13	The district provided a <sup>1</sup> / <sub>2</sub> 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.
March 16	Dissemination of Chromebooks at all district schools-this was a full day program. In addition, students worked with their teachers in order to understand how to navigate the website to find their assignments.
March 17	Launch of At-Home Learning Programs
March 27, 30, 31	Additional dissemination of Chromebooks via kiosks throughout the month of March. March 27 <sup>th</sup> (OHS), March 30 <sup>th</sup> (Lincoln), and March 31 <sup>st</sup> (OHS). An example of appointments and calls made can be seen using this link (Lincoln Avenue Distribution on 3-30-2020)
April 7	The Superintendent sent an email to schools to continue to assess device needs
April 8	Team to visit Lincoln Avenue School to assess readiness for April 9th distribution
April 9	Kiosk added at Lincoln for dissemination of Chromebooks to remaining students in need



## Roles and Responsibilities of Schools/Teachers

#### Instructional Planning: Extended Learning Pages

It is important for parents and students accessing our various sites across schools, teachers, grade levels, departments, and content areas to have consistency in the process as well as the overall quality of the instructional experience. The 'typical' process for navigating to a teacher's emergency page should be as follows:

Visit the **school website -- Faculty -- (Select the teacher) – Extended Learning tab** (or content is located directly on teacher's homepage)

	Sample:
Welcome/Introduction	Dear Parents and Students, Welcome to the <b>Extended Learning Resource Page</b> . This page was created to provide students working from home with access to assignments, links, assessments, and practice resources. Schools will be closed from Tuesday, March 17 until further notice. Additional information and daily updates can be found on the district's <b>COVID-</b> <b>19 Resource Page</b> found at <u>https://www.orange.k12.nj.us/domain/3058.</u>
Office Hours	I will be available daily to answer any questions you may have. My virtual <b>Office</b> <b>Hours</b> are as follows: AM, Monday – Friday: 10:30AM – 12:00PM PM, Monday – Friday: 2:00PM – 3:30PM
Contact Information	Should you have any questions about assignments, you can contact me through the following channels: Email: teacheralias@orange.k12.nj.us Remind App: Integrated Math I: @imteacher1 Integrated Math II: @imteacher2
Assignments OR Access to Assignments	Below are the links and codes to my <b>Google Classrooms</b> . Assignments will be posted by 9AM each day, M – F. Each assignment contains a due date. Please note, parents will be contacted if students are not completing assignments. <b>IM1 Algebra 1</b> https://classroom.google.com/u/0/c/MzgzODQwOTkzM Code: xxxxxx <b>IM2 Geometry</b> https://classroom.google.com/u/0/c/MzgzODQwOTkzN Code: yyyyyyyy



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Mrs. Maggio	
973) CT Marging Marken	
900 am 300 pm.	<ul> <li>Student responsibilities in completing the assignments include:</li> <li>✓ Identifying a comfortable and quiet space to study/learn</li> <li>✓ Dedicating appropriate time to learning, as guided by your teachers</li> </ul>
General Student Expectations	<ul> <li>Routinely checking appropriate Google Classrooms and emails for information on courses, assignments, and resources, on a daily basis</li> <li>Attending and participating in any check-in times offered by your teachers</li> <li>Engaging in the virtual platforms with academic honesty, integrity, and according to the district's Acceptable Use Policy</li> <li>Submitting all assignments in accordance with provided timelines and/or due dates</li> </ul>
Other Possible Enhancements	<ul> <li>Translations</li> <li>Web art</li> <li>Extended Resources</li> <li>Daily Do Nows</li> <li>Tutorials</li> <li>Daily Challenges!</li> <li><u>https://www.orange.k12.nj.us/Page/</u> <li><u>https://www.orange.k12.nj.us/Page/</u> <li><u>https://www.orange.k12.nj.us/Page/</u> </li> </li></li></ul>
Sample Pages	<ul> <li>Tutorials</li> <li>Daily Challenges!</li> <li>https://www.orange.k12.nj.us/Page/     <li>https://www.orange.k12.nj.us/Page/     <li>https://www.orange.k12.nj.us/Page/</li> <li>https://www.orange.k12.nj.us/Page/</li> <li>https://www.orange.k12.nj.us/Page/</li> <li>https://www.orange.k12.nj.us/Page/</li> <li>https://www.orange.k12.nj.us/Page/</li> <li>https://www.orange.k12.nj.us/Page/</li> <li>https://www.orange.k12.nj.us/Page/     <li>https://www.orange.k12.nj.us/Page/</li> <li>https://www.orange.k12.nj.us/Page/24172</li> <li>https://www.orange.k12.nj.us/Page/24172</li> <li>https://www.orange.k12.nj.us/Page/24123</li> </li></li></li></ul>
<b></b>	
Ms. Berrio	
Computer Lab 231 & STEM Room 233 berri Dear Parents and Students. Welcome to the Extended Learning Resource Page. This page wa from home with access to assignments, links, assessments, and p from Tuesday, March 17 - Friday, March 27. Additional informat the district's COVID-19 Resource Page found at https://www.oran.	created to provide students working actice resources. Schools will be clos an and daily updates can be found or ex12.nj.us/domain/3058.
The Orange Public Schools Expectations for Emer Virtual Office Hours Monday-Friday AM 9:00 a.m1 Monday- Priday PM 1:00 p.m3	00 a.m. 00 p.m.
Extended Learning Resou STEM 3D Printing Google Classroom of 6th Grade STEM Design and Modeling Google Cl 7th Grade STEM App Creators Google Classr	ass code: ivpotgn sssroom class code: uzgw2iz
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#### Getting Started

#### **Roles and Responsibilities – Schools/Teachers**

- ✓ 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.)

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Home » Faculty » WHITLEY, SCIENCE 5 > Welcome > Extended Le	PERIODELE OF THE ELEMENTS
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#### Staff Expectations

#### **Roles and Responsibilities – Schools/Teachers**

Staff are expected to

- ✓ Maintain Office Hours (AM:1-2 hours; PM:1-2 hours) *for* Communication with students, parents, administrators ● uploading/scoring/grading assignments providing feedback
- Post Assignments Daily by 9AM in accordance with the District schedule for At-Home Learning (see below)
- ✓ Provide feedback on all assignments
- ✓ Interact with students during assigned Office Hours in synchronous (live/real time) and asynchronous experiences
- ✓ Attend Common Planning Meetings (CPTs) routinely as scheduled by school and district administrators and peers
- ✓ Enter Grades into the District's Student Management System (*Genesis*)
- ✓ Note: Paraprofessionals are to have the same office hours and access to curriculum portals (Google Classroom, Class Dojo, etc.)

📋 Week-2 [ 03-23-2020] Day-1 Defining Tr 🗏 1	Due Mar 24, 11:59 PM
B Week-2 [ 03-24-2020] Day-2 More Practice	Due Mar 26, 11:59 PM
(E) Week-2 [ 03-25-2020] Day-3 Finding the Mi	Due Mar 26, 11:59 PM
Posted Mar 20 (Edited Mar 25)	
Part-1 Do Now[Check for Understanding] Part-2 Classwork[Watch the Video/Slides/Power-point and Complete the Attached Worksheet] Part-3 Homework	8 12 Turned in Assigned
IMG_0880.MOV Video	Classwork 03-25-202
View assignment	
	3. It is a same, coverse or banques to their in the Passagek Instead.



#### Emergency Extended Learning Resources

The links below provide access to the District's approved resources for At-Home Learning.

#### **Guidance Documents – Emergency Extended Learning Resources**

#### Mathematics

- ✓ <u>https://www.orange.k12.nj.us/Page/23883</u>
- ✓ https://www.orange.k12.nj.us/Page/23916
- https://www.orange.k12.nj.us/Page/23917
- ✓ ✓ <u>https://www.orange.k12.nj.us/Page/25557</u> (tutorials)

#### English Language Arts

- https://www.orange.k12.nj.us/Page/25091
- https://www.orange.k12.nj.us/Page/25106
- https://www.orange.k12.nj.us/Page/25085

#### Social Studies

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

#### Science

- ✓ <u>https://www.orange.k12.nj.us/Page/23902</u>
- https://www.orange.k12.nj.us/Page/23903
- https://www.orange.k12.nj.us/Page/23904
- ✓ <u>https://www.orange.k12.nj.us/Page/25557</u> (tutorials)

#### STEM

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

#### 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

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

#### Health and Physical Education

- ✓ https://www.orange.k12.nj.us/Page/23859
- Visual and Performing Arts
  - ✓ <u>https://www.orange.k12.nj.us/Domain/33</u>

#### World Languages

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

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## Roles and Responsibilities of Parents

#### **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
- ✓ Remaining in communication with your child's teacher(s) via email, Class Dojo, Remind, etc.

#### **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
- ✓ Guidance Counselors/Social Workers
- ✓ Nurses
- ✓ Secretaries



## Roles and Responsibilities of Students

#### **Roles and Responsibilities – Students**

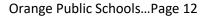
Student responsibilities include:

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



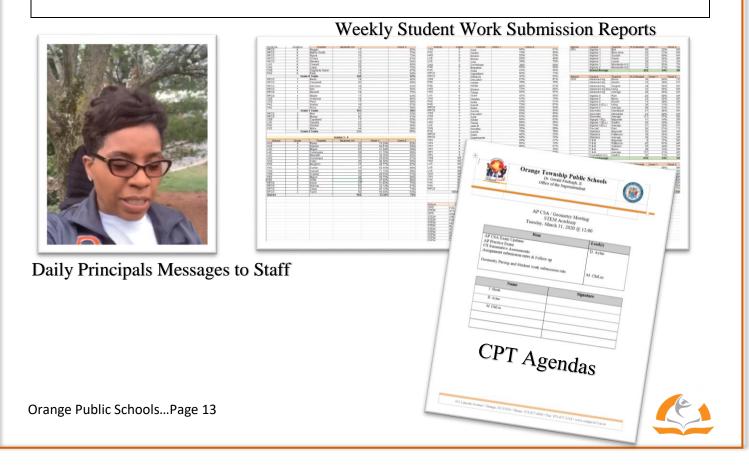


## Roles and Responsibilities: School and District Administrators

#### **Roles and Responsibilities – School and District Administrators**

Administrators responsibilities include:

- ✓ Monitoring platforms and student submissions (students accessing, completing and submitting assignments) & quality of posted content (teachers posting daily and providing routine feedback)
- ✓ Monitoring staff and student attendance
- ✓ Ensuring the health and well-being of staff and students and making adjustment as needed
- ✓ Addressing minor issues like signing into Remind and other applications; reaching out to companies, as needed, to address application issues
- ✓ Ensuring that students in classrooms without FTEs are getting daily instruction and assignments
- ✓ Providing Lesson Feedback such to promote a progression of content
- ✓ Encouraging teachers to use collaboration resources such as Zoom and Google Meet
- ✓ Sharing additional resources: ex: tutorials, added resources (videos); live chats with Scientists @ Stevens
- ✓ Promoting collaboration amongst teachers and support staff: Sharing strategies, resources, and ideas across classrooms, departments, schools
- ✓ Updating Department Resources: Providing new and improved materials as they become available
- ✓ Celebrating Successes: Recognizing teachers who follow up on student submissions, provide rich feedback on assignments, maintain appropriate pacing, maintain daily assignments on webpages, etc; recognizing students for their accomplishments!



## Instructional Delivery: Schedules (Middle School/High School)

Effective April 20, 2020, the district will begin implementation of a Rotating Schedule for students in all grades. On Day 1, students Learn...On Day 2, students Do. This approach lessens the student load in a given day/week while allowing students to acquire the instructional minutes needed to engage with the same quality and caliber of content. This also allows the school to track attendance through the daily interaction with the Turn In feature in Google Classrooms:

#### On DAY 1, "LEARN" DAY:

The teacher provides the students with the expectations, instructional resources, related readings, videos, instruction, etc. On Day 1, students engage with the instructional content and familiarize themselves with it. The actual assignment can and should be assigned on Day 1 to give students the option for early completion. By 11:59pm (same day), students click TURN IN to acknowledge what is being asked.

#### On DAY 2, "DO" DAY:

This is the formal submission day of the actual assignment. By 11:59pm (same day), students click TURN IN to submit what is being asked. Teachers, in their Google Classrooms for this day, simply reiterate what has been assigned.

Note: Teachers do not need to "expand" Day 1 assignments. They are simply allowing the students the time to engage with the materials and to ensure understanding. Teachers, if necessary, can generate guiding questions for student reflection.

Note: Assignments MUST be posted by 9:00am of each day.

Monday	Tuesday	Wednesday	Thursday	Friday
LEARN DAY	ARN DAY LEARN DAY		LEARN DAY	LEARN DAY
ELA	Mathematics	ELA	Mathematics	ELA
VPA/WL	Science/STEM/CTE	VPA/WL	Science/STEM/CTE	VPA/WL
SS	PE/Health	SS	PE/Health	SS
DO DAY	DO DAY	DO DAY	DO DAY	DO DAY
Mathematics	ELA	Mathematics	ELA	Mathematics
Science/STEM/CTE	VPA/WL	Science/STEM/CTE	VPA/WL	Science/STEM/CTE
PE/Health	SS	PE/Health	SS	PE/Health
Monday	Tuesday	Wednesday	Thursday	Friday
LEARN DAY	LEARN DAY	LEARN DAY	LEARN DAY	LEARN DAY
Mathematics	ELA	Mathematics	ELA	Mathematics
Science/STEM/CTE	VPA/WL	Science/STEM/CTE	VPA/WL	Science/STEM/CTE
PE/Health	SS	PE/Health	SS	PE/Health
DO DAY	DO DAY	DO DAY	DO DAY	DO DAY
ELA	Mathematics	ELA	Mathematics	ELA
VPA/WL	Science/STEM/CTE	VPA/WL	Science/STEM/CTE	VPA/WL
SS	PE/Health	SS	PE/Health	SS

## Sample 2-week Schedule (Middle School/High School)

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## Instructional Delivery: Schedules (Elementary)

Effective April 20, 2020, the district will begin implementation of a Rotating Schedule for students in all grades. See sample schedule below. This approach lessens the student load in a given day/week while allowing students to acquire the instructional minutes needed to engage with the same quality and caliber of content. It also allows for a project-based learning approach in the Special Subject classes. In the schedule below, assignments are issued as denoted, on the days denoted.

#### **Note: Specials Subjects**

- Do Days denote the issuing and submission of assignments in two parts (Part 1 provides the first part of the assignment while Part 2 reflects the conclusion of the assignment)
- Each Do Day Assignment combines 2 days of instructional minutes (Ex: Art is either 20 minutes (Grades PreK K) *or* 30 minutes (Grades 1-12) in length). *See page 17*
- Office Hours are still to be maintained daily

Monday	Tuesday	Wednesday	Thursday	Friday
ELA	ELA	ELA	ELA	ELA
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
Social Studies	Science	Social Studies	Science	Social Studies
Phys Ed/Health	Phys Ed/Health	Phys Ed/Health	Phys Ed/Health	Phys Ed/Health
Do Day – Part 1 Visual & Performing Arts	Do Day – Part 1 STEM/Comp Lit Library	Do Day – Part 2 Visual & Performing Arts	Do Day - Part 2 STEM/Comp Lit Library	Complete any missing assignments
Monday	World Language Tuesday	Wednesday	World Language Thursday	Friday
ELA	ELA	ELA	ELA	ELA
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
Science	Social Studies	Science	Social Studies	Science
Phys Ed/Health	Phys Ed/Health	Phys Ed/Health	Phys Ed/Health	
				Complete any
Do Day - Part 1	Do Day - Part 1	Do Day - Part 2	Do Day - Part 2	missing
STEM/Comp Lit	Visual & Performing	STEM/Comp Lit	Visual & Performing	assignments
Lilon on t	Arts	Library	Arts	,
Library	71115		/11/5	

## Sample 2-week Schedule (Elementary)



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)





## Instructional Delivery: Synchronous and Asynchronous Learning

#### SYNCHRONOUS VS ASYNCHRONOUS LEARNING (live link)

https://www.youtube.com/watch?v=nNuYcAHVALM&t=29s

The Orange Public Schools engages students is a combination of Synchronous and Asynchronous Learning.

#### What is Synchronous Learning?

Synchronous learning is the kind of learning that happens in real time. This means that the class and the instructor interact in a specific virtual place, through a specific online medium, at a specific time. Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures.

Portals Commonly Used:

- ✓ Google Meet
- ✓ Zoom



#### What is Asynchronous Learning?

Asynchronous learning happens on the student's schedule. The instructor provides materials for reading, lectures for viewing, assignments for completing, and exams for evaluation, giving the student the ability to access and satisfy these requirements within a flexible time frame and submit responses through the same portal. Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards or social media platforms.

Portals Commonly Used:

- ✓ Class Dojo
- ✓ Google Classroom
- ✓ ScreenCastify
- ✓ SeeSaw
- ✓ FlipGrid
- ✓ Clever

It is important for teachers to use discretion in the use of all online portals used for the instructional delivery of content. Please report any abuses, breeches, an inappropriate use/access to Rodney West WestRodn@orange.k12.nj.us or Linda Moses Epps at MoseLin@orange.k12.nj.us.

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## Instructional Delivery: Student Attendance

Attendance is taken and recorded in Genesis daily based upon participation in the virtual learning environment and interactions with teachers. All teachers are to record student attendance using Genesis for all classes as students login to complete daily assignments. Teachers should mark a student's attendance based on his/her attempt to complete the assigned work by 10 a.m. the following school day, as this allows students ample opportunity to complete assignments and receive credit.

If a student fails to complete an assignment by 10 a.m. the following school day, the student is to be marked absent and the classroom teacher or paraprofessional should continue to reach out to parents using one of the approved platforms; Class Dojo, Remind, SchoolWires, email or a phone call to inquire about the status of the assignment. For all phone calls, a call log should be retained in Genesis.

As there are multiple ways to capture student attendance using Genesis, we recommend using the following steps: **Genesis>Gradebook>Class Attendance** 

#### Instructional Delivery: Grading

Teachers are responsible for grading work and entering grades into Genesis either as Classwork, Tests, Quizzes, or Authentic Assessments (for longer-term projects). Grading of assignments/ assessments is to be entered regularly in Genesis. Feedback is provided to students through Google Classroom, Class Dojo, and/or Remind.

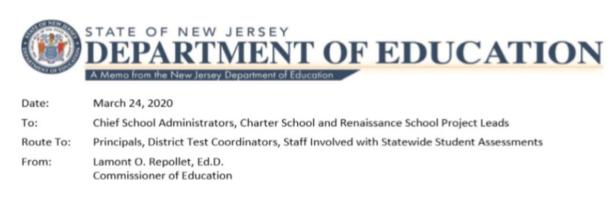
Grading will remain the same for Marking Period 4.

#### Assessment: Monitoring Student Progress

Assigned classwork should be used to monitor student progress. Teachers should also monitor students' progress in interactive online learning environments such as *iReady, iRead, Readorium, Khan Academy, etc.*) to assess students' progress and to tailor individualized instruction. Formative and Summative Assessment will continue in all content areas.



#### Assessment: NJ Students Learning Assessment



#### New Jersey Cancels Statewide Student Assessments

Given the continued threat of the Novel Coronavirus (COVID-19) to our school communities and the resulting school closures, Governor Phil Murphy today announced that the State of New Jersey is cancelling all statewide student assessments for the spring 2020 testing window. This includes the springtime administration of the New Jersey Student Learning Assessments (NJSLA), ACCESS for ELLs, and the Dynamic Learning Maps (DLM) assessment.

The U.S. Department of Education (USDE) has notified states that it will grant a waiver to any state that is unable to assess its students due to the COVID-19 pandemic, providing relief from federally mandated testing, accountability, and reporting requirements for this school year. With students unable to attend school due to the COVID-19-related closures, it is not feasible to move forward with statewide testing. As such, the New Jersey Department of Education (NJDOE) has applied for the waiver and the USDE has granted approval of the waiver. Therefore, New Jersey will not be required to administer a statewide assessment for federal accountability purposes.

We acknowledge that cancelling statewide assessments will impact various aspects of education, including educator evaluations and certification, and school and district accountability. We recognize educators, students, and families will have questions. We are working to mitigate any unintended consequences, and we will work through multiple channels to keep stakeholders fully informed of updated guidance and other changes.

#### Graduation Options

Cancellation of statewide assessments will not prevent students from meeting their graduation assessment requirements.

The NJDOE continues to process portfolio appeals for the small percentage of current seniors who have not yet met their graduation assessment requirement.

The NJDOE will make the NJSLA available in the summer or fall for current high school freshman, sophomores, and juniors (and middle school students taking high-school level courses) who may want to use the NJSLA high school assessments to meet their graduation assessment requirements.

Current juniors and sophomores also have access to the menu of alternate assessments (the SAT, etc.) and the portfolio appeal process as pathways to complete their <u>graduation assessment requirement</u>. These students are not required to take the NJSLA to access the menu of alternate assessments or the portfolio appeal process.

Refer to the NJDOE's COVID-19 webpage for more information on these and other issues as it becomes available.



## Assessment: Advanced Placement (AP)

## **AP** Testing

For the 2019–20 exam administration only, students will be able to take a 45-minute online free-response exam at home. Educator-led development committees are currently selecting the exam questions that will be administered.

To be fair to all students, some of whom have lost more instructional time than others, the exam will only include topics and skills most AP teachers and students have already covered in class by early March.

- Students will be able to take these streamlined exams on any device they have access to computer, tablet, or smartphone. Taking a photo of handwritten work will also be an option.
- College Board recognizes that the digital divide could prevent some students from participating. Working with partners, College Board will invest so that these students have the tools and connectivity they need to review AP content online and take the exam. If your students need mobile tools or connectivity, you can reach out to College Board directly and let them know through this <u>link</u> to a form. (<u>https://collegeboard.tfaforms.net/74</u>)
- The exams will be secure. College Board is using a variety of digital security tools, including plagiarism detection software.
- Exam information can be found here: <u>https://apcentral.collegeboard.org/</u>.

#### **AP Program Instructional Support**

Students and schools will have access to free, live AP review lessons, delivered by AP teachers from across the country. The lessons will focus on reviewing the skills and concepts from the first 75% of the course. There will also be some supplementary lessons including topics from the final 25% of the course. Within AP Classroom, free-response questions that were only available for in-classroom use due to security concerns will now be unlocked. Teachers will be able to assign questions to students digitally.



## Home - AP Students | College Board

The Benefits of AP High school students across the country and around the world take AP courses and exams to challenge themselves, explore their interests, and earn college credit and placement.

apstudents.collegeboard.org



#### **Exam Dates**

Most AP teachers and students we surveyed prefer to test earlier, while the content is still fresh.

- Exams will be given May 11-22.
- Makeup test dates will be available for each subject from June 1-5.
- Students can take exams at home or in schools, if they reopen.
- Each subject's exam will be taken on the same day at the same time, worldwide.
- <u>View the full testing schedule</u>. Embedded in this link are course-specific exam information.

Date/Time	12 PM ET Enter test by 11:30 a.m.	2 PM ET Enter test by 1:30 p.m.	4 PM ET Enter test by 11:30 am
May 12		Calculus AB	
		<b>Calculus BC</b> (BC exam different from AB exam and student may opt to take AB exam before April 20)	
May 13		English Literature & Composition (prose constructed response: fictional analysis Q#2)	
May 15		<b>US History</b> (DBQ with five resources and revised rubric for shortened time)	<b>Computer Science A</b> (2 questions: array/array list & methods & control structure)
May 20		<b>English Language &amp;</b> <b>Composition</b> (Rhetorical Analysis Q#2)	
May 21	<b>French Language &amp; Culture</b> (2 speaking task)	<b>World History: Modern</b> (DBQ with five resources and revised rubric for shortened time)	
May 22			<b>Spanish Language &amp; Culture</b> (2 speaking tasks)

Remind your students about exam dates and times for their courses.



#### **Exam Format**

Most exams will have one or two free-response questions, and each question will be timed separately. Students will need to write and submit responses within the allotted time for each question.

- Students will be able to take exams on any device they have access to Chromebook computer, tablet or smartphone. They'll be able to type and upload their responses or write responses by hand and submit a photo via their cell phones.
- For most subjects, the exam will be 45 minutes long, plus an additional 5 minutes for uploading. Students will need to access the online testing system 30 minutes early to get set up
- Certain courses (ex: Computer Science Principles) will use portfolio submissions and will not have a separate online exam. All deadlines for submissions have been extended to May 26, 2020, 11:59 p.m. ET. Teachers and students may receive separate course-specific communications.
- Students taking world language and culture exams will complete two spoken tasks consistent with free-response questions 3 and 4 on the current AP Exam. Additional details will be provided in the coming weeks to help students prepare.

#### **Exam Security**

Like many college-level exams, this year's AP Exams will be open book/open note. The exam format and questions are being designed specifically for an at-home administration, so points will not be earned from content that can be found in textbooks or online. However, students taking the exams may not consult with any other individuals during the testing period.

At minimum, test takers should understand that those attempting to gain an unfair advantage will either be blocked from testing or their AP scores will be canceled, and their high school will be notified as will colleges or other organizations to which the student has already sent any College Board scores.

Additional information about security measures.

#### **Remote Instruction and Practice**

Live AP review courses April 6-10 at designated times (Previous lessons are still posted for viewing)

- AP Calculus AB (2-2:45 p.m.)
- <u>AP Calculus BC</u> (9-9:45 a.m.)
- <u>AP English Literature</u> (12-12:45 p.m.)
- <u>AP U.S. History</u> (11-11:45 a.m.)
- <u>AP Computer Science A</u> (4-4:45 p.m.)
- <u>AP English Language</u> (3-3:45 p.m.)
- <u>AP French Language</u> (6-6:45 p.m.)
- <u>AP World History: Modern</u> (6-6:45 p.m.)
- <u>AP Spanish Language</u> (3-3:45 pm)

In addition to sharing information about these classes with students, teachers who are providing remote instruction can use AP Classroom for most subjects. We have now unlocked secures free response questions in AP Classroom so teachers can digitally assign relevant practice questions students can take at home. Additional tips for helping your students practice are available.



## Special Education Guidance

#### **Roles and Responsibilities – Child Study Teams**

Child Study Teams:

- ✓ Report daily attendance through Google Drive
- ✓ Make weekly contact with students and parents
- ✓ Collaborate with teachers to provide instructional and social emotional support
- ✓ Attend I&RS meetings
- ✓ Schedule and generate notices for all IEP meetings with parents
- ✓ Conduct IEP meetings via telephone conference, Google Meet and Zoom
- ✓ Complete all Random Moment Studies sent from Easy IEP
- ✓ Attend I&RS meetings
- ✓ Document all student placements for the 2020-2021 school year in Google Doc
- ✓ Collaborate with Out of District Schools to schedule meetings remotely
- ✓ Provide appropriate related services for students with Disabilities to the extent possible

#### **Roles and Responsibilities – Special Education Teachers**

Special Education Teachers

- ✓ Provide daily assignments and student/parent communications through Google Classroom, Class Dojo, and Remind
- ✓ Develop and submit individualized lesson plans that align to students IEP goals, modifications, and accommodations
- ✓ Provide Present Level of Academic Achievement and Functional Performance (PLAAFP's) for students IEP's
- ✓ Attend virtual IEP meetings scheduled by the case manager
- ✓ Collaborate with CST regarding students' academic and social emotional supports



Grade Span	Modifications/	Teacher/Para	CST/Related Services
	Accommodations	Responsibilities	
Pre-K	Provide instructional lessons activities in different modalities Align modifications and accommodations to IEP's Provide students with various educational sites for learning	<ul> <li>Post recorded videos with activities on Class Dojo</li> <li>Provide videos and activities to assist with fine motor skills</li> <li>Post daily activities for letter and number recognition</li> <li>Teacher consultation meetings with parents 3x per week through Google Meet</li> <li>Paraprofessionals will conduct students and parents to assist with assignments</li> <li>Administration will conduct weekly meeting to assess and support learning</li> <li>Provide professionals on using effective ABA strategies and activities</li> </ul>	Case Manager conducts weekly consultation with parents Provide academic and social emotional support t students and parents Provide related services through telepractices for Speech, OT, PT to the best extent possible through Google Meet Document all related services

## Special Education Grade Span Strategies, Modifications, and Accommodations: PreK-K



Grade Span	Modifications/	Teacher/Para	CST/Related Services
	Accommodations	Responsibilities	
Grades 2 - 7	AccommodationsProvide instructional lesson activities in different modalitiesAlign modifications and accommodations to student's IEPScaffold assignmentsProvide extended time for assignmentsProvide students with step by step instructionsModify assignmentsProvide choice in assignments	ResponsibilitiesPost daily assignments on Google ClassroomPost daily messages through Class DojoProvide 1:1 work sessions for students who are struggling through Google MeetWeekly consultation with students and parentsPost videos on step by step homework reviewCollaborate with CST to provide academic and social emotional strategies and supports	<ul> <li>Case Manager provides weekly consultation with parents</li> <li>Provide academic and social emotional support</li> <li>Provide related services through telepractices for Speech, OT, PT, and counseling to the best extent possible through Google Meet</li> <li>Document all related services</li> <li>Collaborate with teachers for progress monitoring</li> </ul>

## Special Education Grade Span Strategies, Modifications, and Accommodations: Gr. 2-7



Grade Span	Modifications/	Teacher/Para	CST/Related Services
	Accommodations	Responsibilities	
Grades 8 - 12			Case Manager conducts weekly consultation with parents Provide academic and social emotional support to students and parents Related Services will be provided through telepractices for Speech, OT, PT, and counseling to the best extent possible through Google Meet Collaborate with teachers for progress monitoring School Counselors will provide support to families School Counselors will assist with Seniors college application process

Special Education Grade Span Strategies, Modifications, and Accommodations: Gr. 8-12



Special Education Grade Span Strategies, Modifications, and Accommodations: Aut	istic,
Other	

Program	Modifications/ Accommodations	Teacher/Para Responsibilities	CST/Related Services
Autistic Program	Provide instructional lessons activities in different modalities	Post recorded videos with activities on Google Classroom	Case Manager conducts weekly consultation with parents
	Align modifications and accommodations to IEP's	Provide activities aligned to ABA goals	Provide academic and social emotional support
	Provide students with various educational sites for learning	<ul> <li>Teacher consultation meetings with parents 3x per week through Google Meet</li> <li>Paraprofessional contact parents to assist with assignments and encourage students through Google Meet and Class Dojo</li> <li>Administration conducts weekly meeting to assess and support learning</li> </ul>	<ul> <li>Provide related services through telepractices for Speech, OT, PT to the best extent possible through Google Meet</li> <li>Document all related services</li> <li>Provide ABA strategies through Rethink Platform and the assistance of the District Behaviorist</li> </ul>
SEL			Social Emotional practices will be provided by Social Workers and School Counselors
Telepractices	<b>Communication of Waiver</b> The Parents of the Student agree to waive and relinquish; fully release and discharge; and indemnify and hold harmless the school District and the Board of Education, and its current and future board members, officers, agents, guests, licensees, invitees, assignees, contractors, and employees, from any and all claims, liabilities, causes of action, and obligations arising from or in connection with the stated Services being delivered electronically. This includes, but is not limited to, loss or damage to property, invasion of privacy, injury, disability, or death to persons, physically or mentally. This shall include indemnification for any action initiated by anyone on behalf of the student or by student upon reaching the age of maturity.		Related Services provided through electronic communications, virtual, remote platforms such as Google Meet. Should align to IEP goals to the greatest extent possible

the student or by student upon reaching the age of maturity.



## Breakfast and Lunch Programs

#### Breakfast and Lunch Services\*\*\*

The Orange Township Public School District **continues to** provide packaged 'Grab-and-Go' breakfast and lunch, effective **Monday, March 30, 2020** at no cost to families, at multiple locations for pick up. The selected locations are

- o 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
- o Rosa Parks Community School, located at 369 Main Street

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

- $\circ$  A-F: 7:30am 8:00am
- $\circ$  G-L: 8:00am 8:30am
- $\circ$  M-R: 8:30am 9:00am
- o S-Z: 9:00am 9:30am

Please be reminded of the importance of social distancing when reporting to all locations. It is important to note, once students receive their breakfast/lunch grab and go bags it is the expectation to return to their respective homes.

\*\*\* Orange High School, Newcomers, and Orange Preparatory Academy were condensed as of Friday, March 27<sup>th</sup> due to the lack of participation at those sites.



## Device Support and Deployment

#### Device Support, Deployment, & Connectivity

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 developed device sign out forms and procedures ready at the child's home school. Parents sign them out using a valid Government ID. Technology coordinators were included in the distribution process. Chromebook sign out is only for students in grades K - 12.

The distribution times for all district schools: 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 was no need for sign out at those two locations.

Additional dissemination of Chromebooks via kiosks occurred throughout the month of March. March 27<sup>th</sup> (OHS), March 30<sup>th</sup> (Lincoln), and March 31<sup>st</sup> (OHS). April 9<sup>th</sup>, kiosk added at Lincoln for dissemination of Chromebooks to remaining students in need.

#### Connectivity

The following companies have shared support via WiFi/Internet during the pandemic; information was shared via phone blast, website, as well as our social media handles (Facebook, Twitter, and Instagram): Comcast and Spectrum. Information was given in the Virtual Instructional Learning Plan given to all students as well on March 16<sup>th</sup>. The schools and administration have continued to push Comcast as this is the provider for Orange Township. We are setting up another Internet Connectivity survey the Week of April 6<sup>th</sup>. Schools have provided information through Class Dojo, Remind, and phone conversations with families. We are excited to see the updates.

Visit our COVID-19 Resource Page to access additional information

- ✓ Educational Technology Loan Agreement
- ✓ Chromebook Care Instructions





## Social Emotional Supports, Self-Care, and Celebrating Successes Social Emotional Supports

Social Emotional Supports during this time is critical to the landscape of the distance learning plan.

- The following information for additional supports outside of the school through our social media handles as well as website and staff communication to families: Mental Health Resources-To access mental health services contact Performcare at 1-877-652-7624. Website is <u>performcare.org.</u>
- To get immediate assistance with an emergent mental health crisis: Contact 911 or go to your nearest hospital. The listed hospitals scripted were as follows: Mountainside Hospital, East Orange General Hospital, and Clara Maass Medical Center

Information to speak with a counselor 24 hours a day; information below can assist accordingly:

- Suicide Prevention Hotline: 1-800-273-8255
- NJ Hope Line: 1-855-654-6735
- 2<sup>nd</sup> Floor Teen Helpline: 1-888-222-2228

The following links have been given to staff during this pandemic for support for families and students as well as self-care for the staff (Articles and Workshops):

- <u>https://www.eventbrite.com/e/self-care-in-overwhelming-times-registration-101723668230</u>
- <u>https://mhttcnetwork.org/sites/default/files/2020-</u>
   <u>03/Taking%20Care%20of%20Yourself%20During%20a%20Public%20Health%20Emergency.pdf</u>
- <u>https://cc-bc.com/rental-counseling?fbclid=IwAR1-</u>
   <u>DMKzAz1WPMwzLomL1MPmRWU4yQqh3a24D53kjpYn2jDahnPvYTtMLH0</u>
- Improving Student Mental Health.



#### Self-Care

The following were tips for students that we posted and provided to families:

- Keep a schedule-wake up at the same time everyday
- Have meals at the same time everyday
- Share kindness with friends on social media platforms; continue interactions as this time can be deemed as lonely
- Relax: Listen to music, write poetry, draw, read, talk to friends and family

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
- We provided this scaffold to families in the effort of providing additional supports through this time.



#### Spirit Week

# Virtual Spirit Week

## APRIL 6-9, 2020 ORANGE PUBLIC SCHOOLS

"We Are All In This Together"

Stay safe, stay healthy, stay home

Enjoy the school day with fun activities

Share your photos with your school for social media

Monday, April 6 Wear Your School Colors Day

**Tuesday, April 7** 

Dress as Your Favorite Book Character Day

Wednesday, April 8

Superhero Day Dress as Your Favorite Hero

(Including First Responders)

**Thursday, April 9** 

Jersey Day - Dress in Your Favorite Team Gear





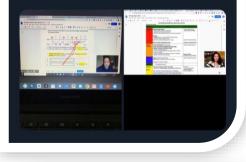
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## **Celebrating Successes**



Heywood Avenue School @HeywoodSTEM

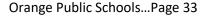
3rd grade Math teacher, Mrs. Daniels and 1st grade ELA/SS teacher, Mrs. Barrios using Screencastify to walk parents/students through their lessons for today & how to use hyperlinks they have embedded. @OPS\_mathscism @ops\_district @ela\_orange





Mrs. Guerra, 4th grd ELA/SS teacher posted her Screencastify video this morning in Class Dojo giving her scholars direction & modeling for today's assignments. Keeping our scholars focused & informed. @ops\_district @RPCS369 @LincolnAve216 @Gerald\_Fitzhugh







Orange Early Childhood Center @EarlyCenter

#ExtendedLearning Colored milk science experiment from home. OECC students in Ms. Mesidor's class were experimenting how the milk swirls until they finally mix together to make a new color. @Principal\_JB1 @ops\_district GoodToGreat





Heywood Avenue School @HeywoodSTEM

Google Meet grade 7 Science lesson on Plate Tectonics . Vocabulary bingo, modeling oceanic & continental crust using bread & discussing what happens when plates converge/diverge/transform & what each creates. @ops\_district @OPS\_mathscism



2:40 PM  $\cdot$  3/31/20  $\cdot$  Twitter for iPhone

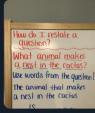
1 Retweet 7 Likes



Mrs. Erica Aiello @MrsEAiello

A preview of some items to post on Dojo tomorrow! Since a lot of our important anchor charts are in school, you make new ones & 📸

New phonics lesson coming tomorrow! Section (2014) (2014) Odebraprinc (2014) (2014) (2014) Odebraprinc (2014) (201



hair Care bear stairs rare wear chair bear square swear Rennember ! C bo I have capital letter? U Can Mis Aelli underled my

4:54 PM · 3/23/20 · Twitter for iPhone

2 Retweets 15 Likes



Forest Street Community School @ForestStreet651

Today our 5th graders worked on their science lab activity using baking soda and vinegar. #ScienceAtHome #GoodtoGreat #FSCS #LearningNeverStops #virtuallearning @yancisca @ops\_district @Gerald\_Fitzhugh



6:12 PM · 3/24/20 · Twitter for iPhone

2 Retweets 10 Likes



## Upcoming Virtual Trainings & Tutorials for Online Platforms

Click here to access tutorials and training schedule: <u>https://www.orange.k12/nj/us/Domain/431</u>







**Google Hangouts Meet** 











**Google Classroom's** facilitates paperless communication between teachers and students and streamlines educational workflow. **Classroom** allows teachers to create classes, post assignments, organize folders, and view work in real-time.

**Zoom** users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. Zoom offers quality video, audio, and a wireless screen-sharing performance across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H. Best for Grades 5 – 12

**Google Hangouts Meet** is a video conferencing app. It is the businessoriented version of **Google's** Hangouts platform and is suitable for businesses of all sizes. The solution enables users to make video calls with up to 30 users per high-definition video **meeting**.

**Flipgrid** is a website that allows teachers to create "grids" to facilitate video discussions. Each grid is like a message board where teachers can pose questions, called "topics," and their students can post video responses that appear in a tiled grid display.

**Seesaw** is a platform for student engagement that inspires students of all ages to do their best, and saves teachers time! Students use creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers find or create activities to share with students. Best for Grades K – 5

**Screencastify** is a Chrome browser extension that records your screen, face, voice, and more. To use **Screencastify**, find its icon in the Chrome toolbar and choose among the recording options: record a single tab in your web browser, capture all screen activity, or **use** your webcam to record or insert a video of yourself.

**Class Dojo** is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom home through photos, videos, and messages.

**Twitter** is a 'microblogging' system that allows you to send and receive short posts called tweets. Tweets can be up to 140 characters long and can include links to relevant websites and resources. **Twitter** users follow other users. If you follow someone you can see their tweets in your **Twitter** 'timeline'.

