

LTES Remote Learning Plan

Guidelines for Remote Instruction

2021-2022

The Lower Township Elementary School District has Remote learning plans in place for the 2021-2022 school year for the following circumstances:

- COVID-19 positive students
- Confirmed close contact quarantined students
- School closure due to COVID-19

1. All PreK-6 certificated staff members must be available during their regularly scheduled work times via digital devices. All teachers will follow their instructional schedule, when appropriate, to interact virtually with students. Guidance/CST/Nurses should be available via phone and email during regular school hours.

2. All certificated staff members must create Google Classrooms to facilitate instruction.

3. The following forms of Communication are used with families

- Email
- Google Classroom
- Remind App or another electronic communicable
- Phone call
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4. Teachers should not assign digital work that requires students to print from home.

5. Teachers will be provided time to prepare and set up Google Classrooms during their inservice days in early September.

6. Certificated staff members shall invite students to their Google Classroom (as a student or co-teacher), their building principal or the administrator to whom they submit their lesson plans, as well as guidance counselors, Special Area teachers, and CST members.

7. Certificated staff members shall invite to their Google Classroom as a co-teacher at least 1 administrator and 1 colleague (co-teacher or specialist) to serve as an emergency backup Google Classroom instructor. In this case, an administrator or colleague can assist in managing the Google Classroom and post assignments for students to access.

8. The expectation is for students to engage in active learning rooted in the NJ Student Learning Standards each regularly scheduled school day (in all subject areas).
9. Regular feedback should be given on submitted assignments.
10. Daily assignments should not count as assessment grades (can count as class work/homework)
11. Daily assignments **MUST** be modified to meet each students' individual needs. Co-teachers should collaborate with general education teachers to modify assignments.
12. CST will continue to hold IEP meetings and complete all tasks as required by law. Appropriate meetings will also take place via virtual platforms or phone conferences.
13. Related services (OT/PT/Speech): Related services will be provided remotely via live virtual Google meetings to the greatest extent possible. Supplemental materials will be provided.
14. Teachers shall report instances in which students are not logging into the Google Classroom to the Principal. Attendance will be recorded daily.
15. Students will receive a schedule and teacher assignment through email/Google classroom prior to their first day of virtual instruction.
16. Quarantine families have the option to receive free meals at all four schools. In the instance of a schoolwide shutdown, meals will be distributed to families on Mondays and Wednesdays at Memorial and Sandman.
17. Chromebooks and wifi hotspots will be available to students in need.

Virtual Learning Schedule of Services

- Students in grades **K-6** who are quarantined due to Covid-19 will receive live stream instruction from their classrooms for Language Arts and Math and will have remote assignments posted on Google Classroom.
- Preschool Students will have activities/videos posted through a Google site not to exceed one hour a day of online instruction.

Students will receive a combination of asynchronous instruction and independent learning each day that amounts to four hours of instruction.