

# Kenilworth Public Schools



## District Distance Learning Plan 2023-2024

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## Overview

We developed this document to provide pre-K through grade 12 (K-12) school staff, students and parents with information around policies, practices, and strategies that in the event of a public health-related district closure by permitting the district to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9 will be implemented to optimize district wide full remote instruction for 2023-2024 school year.

## Expectations

### District

- The Curriculum and Instruction Office will continue to:
  - Create and provide Professional Learning (PL) opportunities for the staff for the duration of distance learning.
    - Distance Learning Apps
    - Advanced use of Learning Management Systems
    - Asynchronous tools
    - Blended Learning
    - Flip Classroom
- The District will provide and require a legal release to parents entitled “Notice Regarding Remote Instructional Program, Informed Continuing Consent, and Agreement Note to Record.”
- The District will support families who need assistance with technology to ensure the equitable access of devices and Wi-fi.
- Building administration will provide frequent communication regarding distance learning
- SEL
  - Supports will be provided for:
    - Administration
    - Staff
    - Students
  - Will be embedded in instruction for students
  - Staff will be provided professional learning



## Staff

- All K-12 staff will use a learning management system such as Seesaw or Google Classroom as the primary way to provide distance-learning instruction.
- Staff will share daily objectives, which will be posted in their learning management system in order to inform the students/parents of upcoming daily assignments, tests, quizzes, projects.
- Student Contact Time
  - Student contact time can take several forms: whole-group, small group, one-on-one conferencing, but all students are required to interact with staff daily.
    - Harding PK-2: minimum of 90 minutes every day of synchronous (live) instruction. The time can be broken up into shorter sessions. Student contact time should be instructional.
    - Harding 3-5: minimum of 120 minutes every day of synchronous (live) instruction. The time can be broken up into shorter sessions. Student contact time should be instructional.
    - Brearley/Harding 6-12: each class period should begin with synchronous (live) instruction. Staff may then direct students to complete assignments posted on the learning management system. Staff should remain available via Zoom during the class period to provide instructional support.
- Staff will provide and post office hours for students that seek assistance.
  - Harding- 40 minutes twice weekly
  - Brearley- 60 minutes daily
    - Office Hours can be used to provide extra help first and foremost, SEL concerns, contacting parents, collaborating with colleagues.
- Instruction must occur daily (Zoom)
  - Model 1: Flip Classroom
    - Teachers will pre-record lessons via Screencastify or another recording application.
    - Students will be required to watch the video for homework and class will be dedicated to reinforcement activities that all students (in-class and at home) will do during the dedicated class time.
    - Students at home will be logged into a Zoom meeting that the teacher will monitor during the class time and complete the assignment individually or with other virtual classmates (i.e. Zoom Breakout Rooms.)
  - Model 2: Live Web Cam
    - Teacher facilitates a lesson that is live for virtual students.
- Missing assignments/live sessions
  - Contact/message/remind the student of the missing assignment/class session.
  - Provide students 2 days to make up the assignment.
    - Note this in Genesis.
  - Notify the parents of the missing assignments/live class session.
    - If you have multiple students missing the same assignment/class session, create a generic email and bcc all the parents.
    - Then, note in Genesis.
  - If the issue persists, notify the guidance department and administration.
    - Administration will be able to see the multiple attempts to notify students and parents based on the notes you leave in Genesis.



- Genesis grades must be updated minimally once a week.

## Students

- Attendance
  - Students will be marked present for daily attendance unless a parent calls to indicate that their child will be absent for the day.
  - Teachers will take attendance during every class session to mark the student present. Students who are absent more than 18 days are in danger of losing credits for the course and will receive a letter of notification and will be able to apply for an attendance appeal.
  - Parents or guardians must call to indicate a child is absent/sick.
  - Students should be aware of the expectations of the attendance tasks for the days they are not with the teachers for synchronous instruction.
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- Class
  - Students should not share their login information, meeting links or passwords with others.
  - To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.
  - School and classroom rules apply to the virtual instruction environment
  - Cameras must be turned on.
  - Microphones should be muted when entering the class.
  - Microphones should only be unmuted only when a question is asked or a student needs to ask a question.
  - The chat box should only be used when the teacher asks students to type in it.
  - Students who use inappropriate language, share inappropriate images or in any way behave inappropriately on a video conference will be subject to the appropriate discipline.
  - Students must actively participate in virtual instruction.
  - Students should not conduct audio or video recordings or take screen shots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized District official.
  - Students should dress appropriately for virtual instruction sessions. School dress code will be enforced.
  - Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely. Students should also ensure that cameras are covered and the microphones are turned off to avoid inadvertent transmission following the meeting.
  - To the extent possible, parents should allow the student to work with the instructor or provider in a quiet, private space. However, to the extent a student requires adult support to participate in virtual instruction/services, a parent or guardian may be asked by the instructor or service provider to provide said support.



- Assignments
  - Students must complete assignments and submit the assignments when they are due (or in a timely manner).
  - Refer to the code of conduct when in reference to academic honesty.
- Support
  - Students "should" reach out to staff when they need support during office hours to receive a timely response.
  - If students text message or email teachers after hours, they can expect a response within 24 business hours.
- Emails
  - Brearley students must check their email daily.
- Homework
  - Students must check Google Classroom for assignments along with comments on previous assignments.

### Parents

- Parents must review our legal release entitled **“Notice Regarding Remote Instructional Program, Informed Continuing Consent, and Agreement Note to Record.”**
- Parents must review Genesis on a regular basis to ensure their students’ progress.
- Parents must complete the daily attendance procedure (building specific).
- Parents will take a vested interest in their child’s learning.
- Parents should not be participating in class.
- Parents will communicate with their child’s teachers in order to support their child’s learning.
- Parents will follow the chain of command when it comes to their child’s instruction.
  - See Below

## Communication Protocols/Chain of Command

Goals of Chain of Communication Protocols/Chain of Command Matrix:

- To share a resource that may help to facilitate problem solving
- To create an enhanced problem solving and communications structure
- To ensure that the people most capable of solving specific issues are the ones to whom the issue is brought

	PK-12 Curriculum & Instruction Matters	PK-12 Teacher Matters	PK-12 Discipline Matters	PK-12 Special Education Matters	Athletic/Club Matters
Level 1	Teacher	Teacher	Teacher	Teacher	Coach/Advisor
Level 2	Principal	Principal	Assistant Principal	Case Manager	Athletic Supervisor
Level 3	Director of Curriculum Instruction & Innovation	Superintendent	Principal	Director of Student Personnel Services	Principal
Level 4	Superintendent	Board of Education	Superintendent	Superintendent	Superintendent
Level 5	Board of Education		Board of Education	Board of Education	Board of Education



## Full-Time Remote Learning Scope and Expectations

Should a family opt to participate in full-time remote learning (student does not return to school), the following is the scope and expectations of the remote learning experience:

### Pre-Kindergarten Schedule

Pre-kindergarten staff will share the daily schedule and expectations with students/families. Tools of the Mind will continue to be the primary instructional program.

All sessions are two (2) hours long:

- AM Class in session from 8:30 -10:30 am
- PM Class in session from 11:00am -1:00 pm

### K-5 Instructional Schedule

In a four hour and 25-minute day:

8:30-9:00 Arrival/Unpacking/Morning Meeting (staggered)		30 minutes	Students should log on and follow live instruction
9:00-9:30 SEL lesson/check in		30 minutes	Students should follow live instruction.
9:30-11:00 ELA (Reading Workshop, Writing, Word Study, Etc.)		1.5 hours	Students should follow live instruction. Students should visit Seesaw/Google Classroom for daily lessons/activities.
11:00-12:00 Math		60 minutes	Students should follow live instruction. Students should visit Seesaw/Google Classroom for daily lessons/activities.
Working Snack (mid-morning)		0 minutes	Students can have a snack while they are working on assigned tasks.
12:00-12:30 Outside Mask Break/PE/Health (with travel time)		30 minutes	Students should use this time for movement. Take a walk outside, ride your bike, participate in a YouTube yoga session (Example - <a href="#">Cosmic Kids Yoga</a> )
12:30-12:55		25 minutes	Organize materials and prepare for afternoon specials.



Pack Up/Dismissal (staggered)			
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- Specials - will be taught virtually in the afternoon
- World Language will be taught via an online program
- SS/Science - will be integrated in ELA/Math lessons

### Grade Pre-K-5 Instructional Schedule\*

3:30-5:30pm (ELA, Math, Science, Social Studies)	120 minutes	Students should log on and follow live instruction
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\*For students quarantined during the school year live instruction through “Zoom or Seesaw” will be offered

### Grade 6 Instructional Schedule

8:30-8:50 Arrival/Unpack (staggered)	20 minutes	Students should log on and follow live instruction
8:50-9:00 SEL lesson/check in	20 minutes	Students should follow live instruction
9:00-10:00 ELA (Reading Workshop, Writing, Word Study, Etc.)	60 minutes	Students should follow live instruction. Students should visit Google Classroom for daily lessons/activities.
10:00-11:00 Math	60 minutes	Students should follow live instruction. Students should visit Google Classroom for daily lessons/activities.
Working Snack (mid-morning)	0 minutes	Students can have a snack while they are working on assigned tasks.
11:00-11:30 Science	30 minutes	Students should follow live instruction. Students should visit Google Classroom for daily lessons/activities.
11:30-12:00 Social Studies	30 minutes	Students should follow live instruction. Students should visit Google Classroom for daily lessons/activities.



12:00-12:30 Outside Mask Break/PE/Health (with travel time)	30 minutes	Students should use this time for movement. Take a walk outside, ride your bike, participate in a YouTube yoga session (Example - <a href="#">Cosmic Kids Yoga</a> )
12:30-12:55 Pack Up/Dismissal (staggered)	25 minutes	Organize materials and prepare for afternoon specials.

- Specials - will be taught virtually in the afternoon
- World Language will be taught via an online program

### Grade 6 Instructional Schedule\*

3:30-4:00pm ELA 4:00-4:30pm Math 4:30-5:00pm Social Studies 5:00-5:30pm Science	120 minutes	Students should log on and follow live instruction
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\* For students that quarantined during the school year live instruction through “Zoom or Seesaw” will be offered

### Middle/High School Instructional Schedule

Brearley- remote learners will follow the hybrid schedule.	Blue Cohort Alpha A-K learns In person  L-Z learns from home  A Day	Gold Cohort Alpha L-Z learns In person  A-K learns from home  B Day	Blue Cohort Alpha A-K learns In person  L-Z learns from home  C Day	Gold Cohort Alpha L-Z learns In person  A-K learns from home  D Day
7:30 am - 8 am	Entering Building Procedures			
8 am - 8:55am	Class 1	Class 1	Class 5	Class 5
9 am - 9:55 am	Class 2	Class 2	Class 6	Class 6
10 am - 10:55 am	Class 3	Class 3	Class 7	Class 7
11 am - 12 pm	Class 4	Class 4	Class 8	Class 8
12 pm	Dismissal			
Asynchronous learning occurs after dismissal via Google Classroom.	Class 5 Class 6 Class 7 Class 8	Class 5 Class 6 Class 7 Class 8	Class 1 Class 2 Class 3 Class 4	Class 1 Class 2 Class 3 Class 4



- The schedule runs 4 periods per day. Students will attend their full schedule rotation over two days. This allows for quality instructional time to accommodate depth of content delivery, skill development and practice, and application activities.
- When cohorts are home, students will participate in synchronous learning during the school day. Content will be live-streamed; time will be allocated for individualized skill development and practice; and application activities will take place for all students collaboratively and in real time.
- Full-remote students will follow the same schedule and will participate in [synchronous](#) learning every day.
  - Students learn at the same time
  - Communication happens in real time
  - Instruction is engaging and effective
  - Allows for instant feedback and clarification
    - Examples
      - Videoconferencing
      - Live Chat
      - Live Streamed Videos
- [Asynchronous](#) learning will occur each day for the 4 periods that are not scheduled (For example: On A Day, when Periods 1, 2, 3, and 4 meet, students will complete school work for Periods 5, 6, 7, and 8 after the school day dismisses).
  - Students Learn at Different Times
  - Communication is not live
  - Convenient and Flexible
  - Allows students to work at their own pace
    - Examples
      - Google classroom assignments
      - Screencasts
      - Blog posts and comments
- Instruction and assignments will be delivered via Google Classroom.

### **Middle/High School Instructional Schedule\***

Day 1: 3:00-4:00pm ELA 4:00-5:00pm Math	120 minutes	Students should log on and follow live instruction
Day 2: 3:00-4:00pm Science 4:00-5:00pm Social Studies	120 minutes	Students should log on and follow live instruction

\* For students that quarantined during the school year live instruction through “Zoom” will be offered. Courses will be offered on alternate days.



## **Measuring Student Achievement**

The District will engage students in formative and summative assessments that are aligned to the approved curricula. The Kenilworth Schools has a robust assessment system made up of locally generated and standardized assessments that teachers use to both drive instruction and report out on learning. These assessments are aligned to standards. More information may be found in our Assessment Program on our website. Where necessary, teachers will adjust assessments to meet the ongoing and developing needs borne out of the need to use this District Learning Guide.

## **Special Education Matters**

Students with disabilities will be provided a Free Appropriate Education as required by their individualized education plans. Teachers, along with administrators and case managers will to, the greatest extent possible, include accessible materials and platforms. As needed, our instructional coaches will assist in these endeavors. The student personnel services department has internal mechanism and shared documents in place to track services, student progress, and also work with teachers to ensure students' modifications and accommodations are in place and effective. Our Director of Student Personnel Services, Special Education Supervisor, and Interventions Coordinator will help to work on these matters. Case managers will follow-up with families through ongoing check-ins with students and families. They will also help monitor student progress. All in all, teachers, child study team members, counselors and related services providers will work with parents to provide individualized support, a variety of teaching and learning applications and resources and ongoing consultation. We will follow legal guidelines with IEP timelines by holding meetings remotely if need be.

## **English Language Learners**

All ELL programs and services will remain in place. Our program is already aligned to state requirements and will continue to be implemented during periods of remote learning if need be. Our student personnel services staff and ELL teachers will ensure this along with ongoing communication efforts via email, phone call, and formal correspondence as needed. The districts contracts with translation services providers and will continue to partner with these groups during periods of remote learning. Technology also provides a value additive way to differentiate for students. This will be achieved through instructional differentiation that modifies and adapts content, process, product, and environment for students. Our teachers regularly participate in robust professional learning. Our curriculum and instruction leader along with our instructional coaches will leverage opportunities to continue to support teachers' growth in such areas as social emotional learning, trauma informed classroom practices, and culturally responsive teaching and learning.

## **Safe Delivery of Meal Plan**

Food safety and employee safety is paramount. Employee uniforms have previously included hairnets and single use gloves, but will now also include masks along with face shields for the duration of the closure. Representatives from the Department of Education are visiting feeding sites throughout the State to ensure safety procedures are followed by the district and Maschio's FSMC. The following is the specific Meal Distribution Policy:

- A folding table is set up outside of the building for meal distribution
- Parents should stand a minimum of 6 feet from the table
- The team member will then place that number of meals on the table and step back, the parent may then proceed to the table to take meals
- There should be no human contact between team members and parents



- Cones are recommended to be placed at 6ft intervals to maintain safe social distancing
- All team members must have a face covering, gloves and a hairnet/hat
- If a Maschio's employee is distributing meals, they will have proper identification.

## **Facilities**

### Continued Sanitizing/Disinfection

#### Custodial Department Responsibilities

- Both buildings have been and will continue to be sanitized/disinfected on a daily basis, moving forward.
- Sanitizing/disinfection of building contents include but are not limited to the following:
  - Floors, walls, telephones, keyboards, desk tops, chairs, door knobs, plumbing fixtures, faucets, plumbing valves, panic bars, table tops, glass, windows, garbage, lockers, etc.
  - Enhanced focus/attention given to what is commonly referred to as “touch points” (listed above).
  - Any classrooms and/or office spaces visited need to be directly communicated to the Supervisor of Buildings and Grounds.
  - Visitor/s MUST directly communicate desired visit time AND again after they have left the school.
  - Communications received are immediately conveyed to the Pritchard custodial team.
  - Pritchard has been instructed and trained to thoroughly disinfect any areas visited, abiding to proper disinfection kill claims labeled on the disinfection products utilized in the Kenilworth School District.
- Additional Clean Out Event lists (for teachers/staff) are to be referenced daily/weekly to determine what rooms have been occupied and when.
  - Rooms to be disinfected (after being visited) daily based on said lists.
  - Summer Cleaning efforts will go into effect upon the completion of the teacher Clean Out Events (both schools).
    - Summer Cleaning tasks include but are not limited to the following:
      - Removal of all furniture from rooms
      - Complete re-disinfection of furniture,
      - Light bulb replacement/fixture cleaning
      - Washing of walls and equipment (disinfectant)
      - Equipment filter changes
      - Extensive dusting
      - Floor scrubbing/stripping
      - Floor refinishing/waxing
      - Floor burnishing
      - Installation of furniture
      - Re-disinfection of all touch point surfaces.



## Maintenance Dept. Responsibilities

- Maintenance Dept. personnel will continue to be utilized as Custodial reserve, as needed/when needed in an additional man-power capacity, along with being tasked to complete all necessary summer projects (COVID-19 related and/or unrelated).
- How to Clean & Disinfect
  - Hard (Non-porous) Surfaces
    - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
    - For disinfection, the Kenilworth Board of Education specifically utilizes two products known as Enviro Solutions 64H Neutral Disinfectant and Total Solutions SPEC4 Disinfectant Wipes.
    - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
  - Soft (Porous) Surfaces
    - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
    - After cleaning:
      - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
      - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.
  - Electronics
    - For electronics such as tablets, touch screens, keyboards, remote controls, remove visible contamination if present.
    - Follow the manufacturer's instructions for all cleaning and disinfection products.
    - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

## Additional Disinfection Methods

- Odorox Equipment
  - The Buildings and Grounds Dept. is in the process of purchasing additional indoor air quality air purifying equipment to aid in our disinfectant efforts; Odorox Slimline & Boss model units.
  - Units scheduled to be installed in Nurse's Offices, DBMHS Training Facility, DBMHS Locker Rooms and will also serve as traveling units, to be utilized as needed/where/when needed.
  - Provide an outline of how the building will be maintained throughout this extended period of closure.



## Other Considerations

A. *Accelerated Learning Opportunities* will be provided by the classroom teacher through differentiation. We will also continue our Gifted and Talented program and procedures during a period of remote learning.

B. *Social and Emotional Health of Staff and Students* will be addressed by the district through the student personnel services department (e.g. counselors, case managers, team members) along with our contract providers Rutgers United Behavioral Health Care and Tri-County. Surveys, check-ins and one on one meetings will be held in order to support faculty, staff, students, and provide support and interventions.

C. *Title I Extended Learning Programs* including before and after programs and summer programs will continue remotely or in online ways without interruption to students.

D. *21<sup>st</sup> Century Learning Center Programs* will continue remotely or in online ways without interruption to students.

E. *Credit Recovery* will continue through our online program Educere. Our credit recovery program is already online.

F. *All Other Extended Student Learning Opportunities* including interventions and enrichment will continue online without interruption to students.

G. *Transportation* will continue for those students whose IEPs require it. We do not have other busses in our district.

H. *Extra-Curricular Programs, Childcare, and Community Programming* will all continue remotely without interruption to students.

J. The District will ensure essential employees are identified and a list will be provided to the County Office and the Interim County Superintendent of Schools at the time of the District's transition to remote instruction.

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