

Burnet Middle School

Remote Learning Experience

Remote Learning: A student's work load could range from two to four hours per day

Students will complete assignments and adhere to all due dates set by the teacher(s), principal, supervisors, directors.

Parents and students can communicate with teachers regarding assignments via email and/or Google Classroom as provided by student school administrator(s) and/or by students' department supervisor or director.

Students will...

Access lessons and assignments via packets and/or online learning
Complete lessons activities directed by teacher(s)
Contact teacher(s) with questions about lesson activities

Parents/Guardians will...

Communicate issues or questions to staff and/or building administration as appropriate
Support students with their learning activities

Teaching staff will...

Be available between the hours of 8 a.m. and 1 p.m. daily on scheduled school days via remote learning platforms.
Plan and provide remote learning lesson activities
Maintain gradebook when necessary to reflect the lesson activities/assignments
Maintain up-to-date attendance/participation records
Maintain records and/or hold virtual conference indicating support for student learning; as well as parents/guardians concern/support
IEPs and 504 plans are followed for student learning when appropriate (modifications)
Maintain open communication with administration (directors, principals, vice principals and supervisors)

Building Administration, Department Supervisors and Directors will...

- Monitor daily attendance of building staff (google documentation)
- Monitor the daily operation of remote student learning
- Provide communication and guidance to staff members

- Collaborate with teachers (reflection: student engagement via google doc grade level and subject and grade level areas.
- Maintain open lines of communication with parents/families
- Maintain communication with central office administration in support of the remote learning experiences.
- Grade level VPs (Ms. Calderone 6th, Ms. Drayton 7th, and Mr. Paterno 8th) will communicate, guide and collaborate with teachers/counselors/CST/staff within their respective grade level as it pertains to student attendance and academic progress.

Counseling Staff

- Counseling staff will be available daily during the same hours of operation as teaching staff in their building.
- Counseling staff will communicate with students and families via email and Google platforms, logging notes in Genesis for all contacts
- Counseling staff will be in communication with their building principal and supervisor related to any needs that arise.

School Nurses

If you should have any questions or concerns you may email

BBenaquista@twpunionschools.org with any specific questions or concerns you may have.

We continue to encourage you to utilize all the recommended precautions for preventing the flu and other viruses as per the Township of Union Health Department and school guidelines:

- Prevent the spread of germs by covering coughs and sneezes with a tissue (then properly disposing of the tissue) or sleeve, not your hands.
- Wash your hands softly with soap and water for 20 seconds, especially after changing diapers, touching pets, and commonly used surfaces. Use alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Review and follow CDC travel advisories
- Clean and disinfect frequently-touched surfaces and objects.
- Keep your children home when they are sick.

The following links provide useful, factual information about the current status of COVID-19:

<http://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

<http://www.nj.gov/health/cd/topics/ncov.shtml>

Physical Education/Health Teachers - Classes

- Students can access PE classes via Google Classroom.
- Students should receive a daily assignment.
- Students will complete assignments and adhere to all due dates set by the teacher.
- Parents and students can communicate with teachers regarding assignments via email and/or Google Classroom.
- It is essential that assignments are completed daily to get credit for physical education.

Special Services: CST

- Conduct Eligibility, IEP, and initial determination meetings via Google Hangouts
- CST evaluations will continue to be prepared to the extent possible
- Related service providers: Speech, Language, Occupational Therapy, Physical Therapy, Counseling, Behavior Supports including consultation services will be providing materials/activities that correspond to the duration/ frequency of these services in the IEP.
- Work materials/activities may be accomplished via email, telephone contact, and/or if applicable please continue to provide consultation services as indicated in IEPs. Google Apps (Classroom, Drive, etc.).
- All contact with parents and students must be logged.
- When utilizing any Google App/resource with video capability, please remember to disable video access to the students and record all activities so parents may access at a later time or date.
- Inform parents how they may contact you for questions and reach out to parents and students to monitor understanding of activities and progress.
- Check and respond to voicemail
- Communicate with families regarding how services will be provided during school closure, including OOD students.
- Remain apprised of district news and information regarding school closure. All staff must be signed up to receive robocalls (ahart@twpunionschools.org). The district is following and adhering to local and state authorities for guidelines and direction regarding COVID-19. The plan may change based on updated guidance or direction of local and state authorities. Check emails each workday.
- The use of pre recorded videos to further home instruction/ABA/related services may be used. The use of videos are not interactive.
- Staff are not to use cameras/meeting applications to view the household of a child. Cameras must be turned off if meetings are to occur (follow up with guardian/consult/IEP meetings, etc.) These meetings would be audio only.

- Related Service Provision as required per IEP - contact family/student according to service provision schedule, design activities for students to continue progress remotely.

Home Instruction/ABA

- All Home instruction / ABA services will be provided remotely. There is to be no face to face contact with students or families.
- Service must be conducted beyond the hours of the normal school day (staff cannot receive two salaries at the same time). Time sheets must reflect this. (ex: middle school teacher providing home instruction cannot start prior to 2:45)
- All learning will be conducted via internet/packet (for families or students that cannot access online resources /telephone)
- Staff **WILL NOT** be going to the homes of students or working with students in other venues
- Consistent with guidance from the NJDOE, progress towards goals and objectives will be accomplished through
 - G suite applications/google classroom
 - Families should be contacted via telephone in accordance with the schedule of service for related services pre the IEP (ex: 2 counseling sessions / week, 2 phone calls / week)
 - Online meetings held to facilitate student understanding and learning (Google hangouts)
 - Instruction must be consistent with NJ Student Learning Standards and Goals identified in the IEP
 - Activities are curriculum based/Based on the goals in the IEP
- Packets must be provided building principals for families to receive for students that do not have internet access - Please refer to the email from Ms. Vicidomini sent 3/15
- Staff must be available via email to respond to parent concerns/student needs/administrative guidance during this period of building closure. Instruction and services must continue to be provided to students.
- Staff must refer to emails previously sent from Central Office and Department administration regarding actions to take to meet school need
- Principals will be asked to send this email to building staff to facilitate communication to general education staff

Paraprofessionals

All paraprofessionals serve at the direction of the teacher. Paraprofessionals can be invited to google classroom to assist in the provision of supports to district students. Paraprofessionals can also be included in the planning, creation, and organization of activities for students.

Suggested activities may include, but are not limited to:

- Providing input as to assignments that students may complete based on progress observed
- Assistance and support for student/class organization
- Adding paraprofessionals to google classroom to allow them to assist in accessing google classroom, review of assignments/scoring if teachers wish.
- Attending meetings through G suite applications, email, or telephone to assist teacher in lesson preparation/review of student progress
- The paraprofessionals will support teachers and assist with tasks related to putting work together, organizing, and assisting with data collection, etc. "

Please contact dshaw@twpunionschools.org if you have any questions or concerns.

Sincerely,

Mr. David Shaw
Principal
Burnet Middle School