



Newark
Board of Education
Roger León, Superintendent

Where Passion Meets Progress



Addendum to Safe Return Plan 2021-2022

Guidance for Remote Instruction Plan

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In accordance with New Jersey State Legislature P.L. 2020, Chapter 27 and State of New Jersey Department of Education guidance, the Newark Board of Education (NBOE) will implement the ***Guidance for Remote Instruction Plan*** during a district closure lasting more than **three consecutive days** due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The ***Guidance for Remote Instruction Plan*** will provide continuity of instruction to satisfy the 180-day requirement pursuant to *N.J.S.A. 18A:7F-9*.

The New Jersey Department of Education (NJDOE) recognizes that there is no single way to provide remote instruction, however offers these guidelines for providing remote learning experiences to meet the needs of all learners:

Designing Learning Experiences

- Recognize the need for flexibility in terms of time schedules and technology access;
- Engage students in relevant and meaningful learning experiences;
- Connect what students have been learning thus far in the year to the new learning experiences in which they will be engaging;
- Allow for student choice and voice when possible/appropriate with regard to how students engage in the experience and/or how they demonstrate their learning;
- Remember that students learn in different ways and provide flexibility in how they engage in new learning (e.g., reading, video); and
- Encourage students to self-reflect upon their learning.

How Will the District Ensure Secure Access to Online Platforms?

The district will implement various platforms for facilitating remote learning including Google Classroom as the main collaboration platform augmented by fully-licensed Cisco Webex for live video collaboration and the delivery of instruction. In addition, the district will implement content-specific platforms such as Lexia and ALEKS for teacher and student use across the district.

How Will the District Ensure Connectivity and Access to Hardware for All Students and Staff?

To ensure a one-to-one ratio, all students are provided with a district owned device to utilize throughout the year during both remote and in-person learning. Altice is provided to families free of charge, as well as Wi-Fi Hotspots for students reporting intermittent connectivity issues. Laptops have been distributed to teachers and administrators who do not have their own devices at home.

How Will the District Ensure the Continuation of Quality Education during Remote Instruction?

The normal school hours will remain the same during remote instruction:

- Elementary: 8:25am-2:55pm
- High School: 8:15am-2:40pm

The school district acknowledges that establishing consistency during remote learning is important to student success. Each school will establish a consistent weekly schedule of class periods that shall mirror an in-person school day to the greatest extent possible.

How Will Teachers Take Attendance?

- The district's attendance policy remains the same in the 2021-2022 school year.
- Remote Learning Days will be considered actual days of student attendance.
- During remote instruction, teachers will mark attendance in PowerSchool at the beginning of each school day.
- A student is marked present for the full day if they participate in all of the synchronous, live learning periods scheduled for that school day.
- Students are expected to attend school every day, and be on time for all classes.
- Parents must notify the teacher or principal if their child is absent for the day.
- Attendance Counselors will follow up on absences and abide by district protocols as delineated in the District's Improvement Plan. They will continue to collaborate with the school community and families to provide support.

How Will Instructional Staff Assess and Grade Student Work?

Assessment and grading policies remain the same. Students will be held accountable for completing assignments and teachers will provide feedback and grades, as appropriate. Assignments may be collected through Google Classroom including Google Docs, Google Slides, etc. During synchronous instruction, assessment may occur during oral discussions. Students will continue to receive quarterly progress reports and report cards during remote instruction.

What Is the Difference between Synchronous and Asynchronous Instruction?

Synchronous instruction occurs in real-time utilizing live video chat sessions. The district utilizes Webex for these live online classes. Students unable to participate in synchronous instruction for any reason, may review the recorded lesson at another time.

Asynchronous instruction sessions occur at various times. Students may log into a learning management system, watch a pre-recorded lesson, and/or participate in activities on their own time. Teachers may provide materials, resources, tests and assignments that can be accessed at any time. In asynchronous learning, instructors usually set up a learning path, which students engage with at their own pace.

How Will Remote Instruction Be Delivered?

Remote instruction may be delivered synchronously and asynchronously. Teachers will connect with all of their students daily using the following platforms:

- Google Classroom/Google Suite
- [SMART Learning Suite Online\(HelloSmart\)](#)
- [FlipGrid](#)
- [Webex](#)

Additionally, these learning software have been procured for schools at specific grade levels:

- [Lexia Core5 Reading](#), Grades K-5
- [Rosetta Stone English](#), Grades K-5
- [Lexia Power Up](#), Grades 6-8
- [ALEKS](#), Grades 3-12
- [NoRedInk](#), Grades 6-12
- [Discovery Education](#), Grades K-12
- [Mathia](#), Algebra

What Are the Responsibilities of Students, Teachers, Administrators, Teacher Assistants, and Parents during Remote Instruction?

Who?	Responsibility
Students	<ul style="list-style-type: none"> ● Attend school every day. ● Actively engage in lessons. ● Access daily agendas, videos and other resources through Google Classroom. ● Complete assignments. ● Participate during synchronous learning. ● Read, write and create every day.
Homeroom/Content Teachers	<ul style="list-style-type: none"> ● Provide daily synchronous lessons for students. ● Create and manage daily agendas and activities via Google Classrooms. ● Post deliverables to Google Classroom that assist students in meeting current learning intentions. ● Create a priority list of students, for whom there is concern, that you will call once a week in addition to contacting during class time.
Resource Teachers, ESL Teachers & Academic Interventionists	<ul style="list-style-type: none"> ● Meet with students daily through synchronous small groups. ● Provide small group lessons. ● Create a priority list of students, for whom there is concern, that you will call once a week in addition to contacting during class time. ● Alert your principal and the homeroom teacher daily as to the number of students who are participating and the number of students who are not participating.
School Administrators	<ul style="list-style-type: none"> ● Set expectations for blended learning with staff and communicate those expectations. ● Be flexible where needed. ● Provide a daily touchpoint with your staff to communicate any critical information. ● Ensure remote instruction is happening. ● Communicate school specific decisions regarding remote instruction. ● Ensure curriculum is being taught and set up a schedule for lesson plans. ● Ensure PLCs are scheduled and occur.
Teacher Assistants	<ul style="list-style-type: none"> ● Monitor student(s) during synchronous instruction. ● Assist student(s) with remote learning supports. ● Monitor students' assignment completion. ● Communicate with teachers about academic, emotional/behavioral, and/or social matters.
Parents	<ul style="list-style-type: none"> ● Notify the teacher or principal if your child is unable to attend or participate in the lessons on any given day.

- Encourage routine for students and provide students with a safe place to learn.
- Have students at the computer, ready for instruction at the start of the school day (refer to page 3).
- Set time to review your child's completed daily tasks.
- If you have questions, contact your child's teacher by phone or email. Be sure to note the teacher's office hours.

How Long Are Students Expected to Be Online?

Each school will establish a consistent weekly schedule of class periods that shall mirror an in-person school day to the greatest extent possible. Remote Instruction for Pre-K consists of no more than one hour of screen time. The teacher will provide asynchronous lessons and activities to support independent learning. At the Pre-K level, the district recommends utilizing one of the components (i.e., large group message, small group activity, and/or read-aloud) for up to 15 minutes at a time.

Remote Instruction for K-12 may consist of asynchronous and synchronous lessons. Students will receive a schedule from the teacher indicating when each lesson will occur. At the K-5 level, the district recommends that lessons be up to 30 minutes. For Language Arts Literacy this may include several sessions for: Listening and Reading Comprehension; Phonics; and Writing. At grades 6-12, the district recommends that lessons be up to 50 minutes for each subject.

Synchronous lessons occur live. These are lessons teachers hold with their class using an online platform that students can join. Teachers use Webex to engage directly with their students. Foci are, but not limited to: teacher modeling, read alouds, writing in response to text, class discussion, partner conversations, strategies and /or skill lessons, teacher explanations, directions for assignments.

What Technology Based Resources Are Available for Students, Parents and Teachers?

<i>Many of the online resources can be used as an access to accommodations*</i>	
ASL Savvy* Free online for student and teacher usage	Signing Savvy is a sign language dictionary containing several thousand high resolution videos of American Sign Language (ASL) signs, fingerspelled words, and other common signs used within the United States and Canada.
Bookshare.org* Federally funded online access to all published books including textbooks for schools. Students can have free access by an authorized school personnel registering the student for an account.	Available to students with a print disability. Consider this resource for students who are dyslexic, have cerebral palsy, blind or have other reading disabilities.

<p>Adults with a disability can access the resources for a nominal fee.</p>	
<p>Described Caption and Media Program* Free online for students and teacher usage</p>	<p>This resource exists to educate students with sensory disabilities, along with their parents and teachers. Their major network-produced, educational content is carefully customized to serve the needs of K-12 students, as well as adult students studying to meet the needs of blind and deaf students.</p> <p>The Described and Captioned Media Program (DCMP) library provides on-demand captioned and described educational video and interactive content to benefit K-12 students who are deaf, hard of hearing, blind, visually impaired, or deaf-blind. Teachers/interpreters (including those still in training), other professionals, and family members whose use benefits these students can apply to have access to all DCMP media and training.</p>
<p>Google Read and Write* District-based resource</p> <p>Available by using Chromecast when logging into the NBOE student portal</p>	<p>Text-to-Speech Speech-to-Text Magnifier Screen Masking Highlighting Word Prediction</p>
<p>HMH Curriculum Resources* for ELA or Math</p> <p>District-based resource available with login information from the student</p>	<p>Students can access their textbooks and use features such as text to speech.</p>
<p>Learning Ally*</p> <p>Teachers of NBOE have access to an account in which they sign their students up for access. Teachers provide login information to their students.</p>	<p>Text-to Speech with human voice</p> <p>Students can control speed and use other features within Learning Ally.</p>
<p>Newsela*</p> <p>Teachers of NBOE have access to an account in which they can assign a password to their students. Teachers can assign the same articles to students and adjust the Lexile level, or the system will adjust as students engage with the system. Quizzes</p>	<p>Reading materials provided online. The level of the reading material will adjust to the students reading level.</p> <p>Do not use text-to-speech accommodations with this leveled text resource. Level text is an</p>

can be assigned, and it will be provided at the student's reading level.	opportunity for students to engage with reading independently.
Picto-selector Free to parents and teachers. Has over 28,000 images to create visual communication boards. Use to create visual support resources that provide access to students with more complex needs for communication. Available in Spanish, Brazilian and French.	Visual Communication Boards Visual Routines
ReThink Ed NBOE teachers have access to resources and activities for students via the ReThink Ed Portal. Teachers can assign students activities at home to access. Teachers must send login information home to parents.	Social-Emotional Learning

How Will Exceptional Learners Be Supported during Remote Instruction?

The Newark Board of Education is committed to providing appropriate educational programs and related services for students with disabilities, to the extent possible, in alignment with public health guidelines. To address the unique needs of students with disabilities, staff will continue the work with families to collaboratively identify the services for each student that can be provided. The district will provide training, resources, and tools to support IEP teams in determining the needed services.

- General education/special education teachers and related service providers will work with families to discuss students' individual needs and access to the curriculum and progress toward IEP goals.
- General education/special education teachers will meet with students virtually using online platforms through synchronous (Webex) methods and asynchronous (Google Classroom) methods.
- The Office of Special Education will utilize various resources and tools to enhance learning for special education students.
- The IEP team will have consistent data collection and service logs for use across all learning environments.
- The NBOE will continue to identify, locate, and evaluate students suspected of having a disability and needing special education services.
- The district will complete evaluations remotely per public health guidelines.
- All IEP meetings will be held remotely through the use of videoconferencing or by phone. The district will work with families to determine the most practical format to conduct IEP meetings.
- Case Managers and IEP team members will continue to contact parents and monitor special education services to determine progress toward a student's IEP goals.

- Family outreach and education will be provided to support families' understanding of remote learning and how to support their children.
- Equity in the provision of technology devices and internet access for special education students will be ensured.

How Will English Language Learners Be Supported during Remote Instruction?

The Newark Board of Education is committed to continuing to serve English Language Learners (ELL). During remote instruction, staff will continue to implement instructional strategies to address the academic and language needs of ELL students. In addition, district leaders and school support staff will continue to partner with families to provide resources and tools to ensure the academic success of ELL students.

- Bilingual and ELL services will continue to be provided to students.
- Bilingual and ELL teachers will meet with students virtually using online platforms through synchronous (Webex) and asynchronous (Google Classroom) methods.
- Bilingual and ELL teachers will collaborate and plan tailored lessons to meet the needs of English Language Learners. They will work to make the curriculum content comprehensible to students.
- Executed lessons will focus on helping students develop in the areas of Listening, Speaking, Reading and Writing with specific focus placed on developing speaking skills.
- Bilingual and English Language Learners will be supported through the online platform, *Rosetta Stone English*.
- The district's website will continue to offer parents information, as well as tools to support at home learning. Information on the webpage is made available in multiple languages by using the translation icon.
- Instructional videos posted on the district's website will be provided in multiple languages.
- Adult English as a Second Language (ESL) classes will be provided to assist parents in learning English. Virtual classes will be offered.
- Family outreach and education will be provided to support families' understanding of remote learning and how to support their children.
- Equity in the provision of technology devices and internet access for English Language Learners will be ensured.

How and When Will Meals Be Distributed to Students?

The district will implement the following plan for distribution of meals for remote learners due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

- Mondays and Thursdays, 7:30am-11:30am
- Monday's pick up will include meals for Monday, Tuesday and Wednesday.
- Thursday's pick up will include meals for Thursday and Friday.
- An adult should accompany their child to pick up meals at any one of the sites nearest to their home or current location.

Central Ward Locations	East Ward Locations
Central High School 246 18 th Avenue, Newark, NJ 07108	East Side High School 238 Van Buren Street, Newark, NJ 07105
Dr. E. Alma Flagg 150 3 rd Street, Newark, NJ 07107	Hawkins Street School 8 Hawkins Street, Newark, NJ 07105
Quitman Street School 21 Quitman Street, Newark, NJ 07103	Lafayette Street School 205 Lafayette Street, Newark, NJ 07105
Science Park High School 260 Norfolk Street, Newark, NJ 07103	South Street School 44 Hermon Street, Newark, NJ 07105

West Ward Locations	South Ward Locations
Ivy Hill Elementary School 107 Ivy Street, Newark, NJ 07106	Belmont Runyon School 1 Belmont Runyon Way, Newark, NJ 07108
Mount Vernon School 142 Mount Vernon Place, Newark, NJ 07106	George Washington Carver School 333 Clinton Place, Newark, NJ 07112
Speedway Avenue 701 South Orange Avenue, Newark, NJ 07106	Peshine Avenue School 433 Peshine Avenue, Newark, NJ 07112
Thirteenth Avenue School 359 13 th Avenue, Newark, NJ 07103	Weequahic High School 279 Chancellor Avenue, Newark, NJ 07112

North Ward Locations
Elliott Street School 721 Summer Avenue, Newark, NJ 07104
First Avenue School 214 First Avenue, Newark, NJ 07107
McKinley Elementary School 1 Colonnade Place, Newark, NJ 07104
Park Elementary School 120 Manchester Place, Newark, NJ 07104
Rafael Hernandez Elementary School 345 Broadway, Newark, NJ 07104
Ridge Street School 735 Ridge Street, Newark, NJ 07104

The Newark Board of Education utilizes various online tools to provide synchronous and asynchronous learning opportunities. Here is a list of online resources and tools to support learning.

Teacher Resources

- [Google Teach from Home Tutorials](#)
- [G-Suite Tutorials](#)
- [Grade Pre-K MyTeachingStrategies](#)
- [Grade Pre-K Second Step](#)
- [Grades K-12 Google Classroom](#)
 - [Getting Started with Google Classroom](#)
 - [Google Classroom Help Center](#)
- [Webex](#)
 - [Webex Guide](#)
 - [Guidance for Teachers](#)
- [Class Dojo](#)
 - [Webinar](#)
- [Read&Write for Google Chrome](#)
- [Screencastify: Student Voice Feedback](#)
 - [Using Screencastify](#)
 - [Screencastify Courses](#)
- [Flipgrid: Student Voice Feedback](#)
 - [Getting Started for Educators](#)
 - [Educator's Guide to Flipgrid](#)
- [Student Feedback: Embedded Comments into Student Work](#)
- [Collaboration: EdPuzzle](#)
 - [EdPuzzle Guide](#)
 - [Smart Learning Suite Online](#)
- [OTIS PD Platform](#)

Student/Family Resources

- [Remote Learning Code of Student Conduct](#)
- [Remote Learning Norms Pre-K - 2](#)
- [Remote Learning Norms 3 - 5](#)
- [Remote Learning Norms 6 - 12](#)
- [Clever Student Portal](#)
 - [How to Log into the Clever Student Portal](#)
 - If Using the NBOE Chromebook, the Clever Student Portal will automatically load when you first sign in to the Chromebook and Choose Login with Google
 - At any time to return to the Clever Student Portal you can choose nps.k12.nj.us bookmarks in the top left and click on Student Portal
- [Google Classroom](#)
 - Click on the link to Google Classroom in the Clever Student Portal. This will open the list of Google Classrooms. Click on the Classroom to enter.
 - To join a new Classroom:

- Click the Plus Sign
 - Click Join Class
 - Enter the Class Code provided by the teacher
 - Click Join
- Materials Accessible Through the [Clever Student Portal](#)
 - English/Language Arts Links
 - [Grades K-8 HMH eTextbook](#)
 - [Accessing the HMH eBooks](#)
 - [Accessing the HMH eBooks](#)
 - Supplemental Resources
 - [PreK-5: Lexia Core 5](#)
 - [6-8: Lexia Power Up](#)
 - [6-12: NoRedInk](#)
 - Mathematics
 - [Grades K-8 HMH eTextbook](#)
 - [Accessing the HMH eBooks](#)
 - [Accessing the HMH eBooks](#)
 - [Grades 9-12 Saavas/Easybridge](#)
 - [Saavas Easybridge Login Instructions](#)
 - Supplemental Resource
 - [3-12: ALEKS](#)
 - Science
 - [Grades K-5 McGraw Hill Science](#)
 - [Grades 6-8 IQWST Teacher Portal](#)
 - [Discovery Education](#)
 - High School
 - [McGraw Hill](#)
 - Health and Physical Education
 - [High School McGraw Hill](#)