

**Emergency Virtual
Instruction Program
2021-2022**

Created September 21, 2021

Revised _____

Introduction

NJ Governor Murphy, in April of 2020, issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.requirement.

In the event that the state opts to transition our district from in-person to virtual instruction due to public health and/ or safety conditions we are prepared for staff, students and families to transition smoothly.

- Our teaching staff and students (K-12) have all been provided district devices.
- The teaching staff has been instructed to integrate Google Classroom into their daily in-person instruction to provide an improved learning experience within the classroom, as well as, prepare us for a potential transition to virtual instruction.
- Google Classroom provides our teachers and students a singular location for assignments, communication, and live instruction.
- Those students who do not have internet access available to them in their homes will be provided a district hotspot during virtual learning.
- If students or staff have an issue with their device or internet connectivity they can submit a work order to helpdesk@twpunionschools.org

It is our goal as a district to ensure that all of our students, whether in person or virtual, have access to world class instruction. The 2020-21 school year created opportunities for us to grow and prepare for potential future situations that may require us to transition to virtual instruction. Through our experience and growth we are confident in our ability to maintain our rigor, instruction, and expectations. We all want to continue to provide in-person instruction, but it is our responsibility as a district to have a well designed plan in the event that it is no longer safe or possible.

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Virtual Learning Schedule

Students and teachers will engage in learning using their district devices. This will require students to engage with their teacher(s) and peers for the same period of time as the brick and mortar school day (Full or half day schedules). In the event we need to transition to emergency virtual learning, schedules will be provided for the specific grade levels; K-4, 5, 6-7, and 9-12. Based on students' needs, modifications will be provided for students with an IEP or 504 to support their academic needs. The IEP teams or 504 teams will determine any additional programs, supports and or services to address individual students' needs. ([Reference: Building Schedules](#))

Virtual Learning Guidelines

Students are expected to meet teaching deadlines as directed by teaching staff. Since deadlines may occur online and not necessarily during a class or session, a student's absence would not excuse the student's responsibility to meet the deadline. Students will be expected to engage in learning during the regularly scheduled hours of the school day.

During virtual learning sessions the following guidelines will be in effect:

- Students must attend the entire class/virtual session, and return digitally when directed, and/or complete the asynchronous learning activity.
- Students are expected to have their chromebooks fully charged, as well as access to their charger.
- Students will be required to have their video on and be visible on camera during whole-class sessions, break out sessions, and support sessions unless approved by building administration.
- Students will have their first and last names as identifiers during each live session and use their Township of Union school account.
- Students may be denied access to class if they do not login with their district email account.
- Students will have blank or non-descript backgrounds. Students with distracting backgrounds will be asked to remove them.
- Students will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed set up and ready for use.
- Recording of live lessons is prohibited. Any use of a teacher or other students' image is always inappropriate.
- Students may use the chat feature to communicate with the class when "mute all" is on. Expectations for conduct extend to the chat feature.
- Students will abide by the class rules and expectations their teachers have outlined.

Virtual Learning Attendance Policy

All students are to be present at all times during a live lesson. Staff will take attendance utilizing Genesis for virtual students. Parents will be asked to, please call and/or email the school nurse if their child will be absent. To assist in preventing learning loss, to the best of our ability, it is important that students are fully and actively engaged in the learning process for the entire school day.

Equitable Access to Instruction

All students in grades kindergarten thru twelfth grade have been provided with a district device. Students have textbook/workbooks distributed by their teachers and online access to subject content materials. Those students without access to the internet in their homes will be provided a district owned mobile hotspot during virtual instruction. Technical assistance will be available through our Help Desk at helpdesk@twpunionschools.org for all staff and students.

Delivery of Instruction Expectations

Grades: K-12

- All teachers will continue to use Google Meet or Zoom for live virtual instruction and parent conferencing.
- All teachers will use the Google Meet or Zoom breakout room function for small group meetings with students, to provide opportunities for the students to collaborate in groups or provide support to students who have questions.
- All teachers will continue to use Google Classroom as our learning management system (LMS). This will provide access for all students to engage, create work, access materials, and communicate with their teachers.
- All teachers will continue to work in collaboration at the grade level in response to individual students' academic and emotional needs (ELL, Special Ed., and G&T)
- All teachers will continue to provide assignments that focus on a variety of standards based skills.
- All teachers will continue to focus on essential grade-level standards needed to prepare students for the completion of the grade level.
- All teachers will continue to provide support resources as documented on the courses' curriculum guide.
- All teachers will continue to assess students' learning through formative and summative assessments (may include individual and/or group presentations; PBLs, Ted Talks, writing assignments, etc.).
- All teachers will continue to engage students with available resources (adapted text, reading interactive, videos, audio readings, supplemental digital resources, etc.) to support students' learning.

- All teachers will continue to distribute assignments, make announcements, and send feedback to students via Google Apps to provide real-time support to students.
- Teachers will continue to collaborate with the case manager, related services providers in using Google Meet.
- Physical Education and Health Education teachers will continue to operate under the same guidelines as all instructional teachers in the district.
- Physical Education and Health Education teachers will continue to use Google Apps remote learning instruction, lesson physical activities, and communication with students and parents/families.

Preschoolers:

- The remote learning plan for preschool children is designed to maximize student growth.
- Teachers will continue to provide students, parents/families with daily activities that include curriculum and developmentally appropriate learning activities, as well as activities that support the social emotional needs of students.
- Teachers will continue to modify selected activities and extend upon children’s learning needs.
- Parents/families will continue to submit lesson activity documentation/observations to teachers.
- Teachers will use submitted documentation/observations from parents/families to assess and provide individualized instruction for all students and parents/families.
- Teachers will continue to use Teaching Strategies GOLD and Creative Curriculum in alignment to the New Jersey Preschool Learning Standards to meet the learning needs of all preschool children.
- Parents/families have access to all instructional plans via email, class communication systems, classroom websites, and Teaching Strategies GOLD family resources.
- Through the plan, preschool students are provided instructional learning plans that support developmentally appropriate practices for learning at home.
- The preschool population is addressed in the overall plan for the district.
- Teachers will continue to support the learning of all students including ELL and students with disabilities with individualized instruction.
- All families are signed up to access Teaching Strategies GOLD, as it can be accessed through any device.

Delivery of Meals

Meal distribution will continue, at a minimum, at the following schools: Union High School (Main Entrance), Jefferson Elementary School (Main Entrance), Franklin Elementary (Playground parking lot), and Washington Elementary School (Teacher's parking lot). The meals will be served on the ground floor of Union High School, Franklin Elementary School, Jefferson Elementary School and Washington Elementary School at a table with IDEA accessibility.

- Grab and go breakfast and lunches are distributed daily (on school days) between the hours of 10:00 am and 12:30 pm.
- Grab and go breakfast and lunch will be served at the same time. The package will consist of lunch for that day and breakfast for the next day. Families may pick up 2 days' worth of meals every other day if they choose. The distribution companies are unable to meet the supply needs of the district in order to offer 5 days' worth of meals at a pick up as allowed by the NJ Dept. of Agriculture.
- CDC social distancing procedures are followed. A security guard (who is wearing a mask and gloves) is placed at each site to assure that people are following the guidance for the community.
- Staff serving the meals wear masks and gloves at all times. Food is kept inside the building until students/families come for their meal(s).
- Staff will take requests for the number of meals and place the meal(s) on the table and students/families will take the meal(s) off of the service table. Throughout this process, 6ft separation is maintained. There are designed cones and markers to ensure the 6ft social distance. The district encourages social distancing procedures, and asks students/families to wear a mask at all times.

Building Schedules

High School Virtual Schedule

Time	A Day	B Day
7:35am - 7:55am	Homeroom	Homeroom
8:00am - 8:50am	Period 1	Period 2
8:55am - 9:45am	Period 3	Period 4
9:50am - 10:40am	Period 7	Period 6
10:45am - 11:35am	Period 9	Period 8
11:35am - 12:35pm	Lunch	Lunch
12:35pm - 2:35pm	Student Support Time (Asynchronous)	Student Support Time (Asynchronous)

Middle School Virtual Schedule

6th Grade

BMS	DAILY	SCHEDULE
6th Grade	A	B
8:00 - 8:08	HR	HR
8:13 - 9:06	1	6
9:11 - 10:04	2	7
10:09 - 11:02	3	8
11:07 - 12:00	4	9
12:00 - 1:00	5/LUNCH	5/LUNCH
1:00 - 2:30	Intervention, Remediation, Enrichment, & Social Emotional Support Period	Intervention, Remediation, Enrichment, & Social Emotional Support Period

7th Grade

7th Grade	A	B
8:00 - 8:08	HR	HR
8:13 - 9:06	1	5
9:11 - 10:04	2	7
10:09 - 11:02	3	8
11:07 - 12:00	4	9
12:00 - 1:00	6/LUNCH	6/LUNCH
1:00 - 2:30	Intervention, Remediation, Enrichment, & Social Emotional Support Period	Intervention, Remediation, Enrichment, & Social Emotional Support Period

8th Grade

8th Grade	A	B
8:00 - 8:08	HR	HR
8:13 - 9:06	1	5
9:11 - 10:04	2	6
10:09 - 11:02	3	8
11:07 - 12:00	4	9
12:00 - 1:00	7/LUNCH	7/LUNCH
1:00 - 2:30	Intervention, Remediation, Enrichment, & Social Emotional Support Period	Intervention, Remediation, Enrichment, & Social Emotional Support Period

Jefferson School Virtual Schedule (5th Grade)

Building: JEFFERSON

Homeroom: 104, 107, 110, 111, 202, 203, 206, 212, 215, 216, 217, 301, 305 (ELA/S.S.)

Building Wide Educational Program

TIME	Monday	Tuesday	Weds.	Thursday	Friday
8:15-8:30	#jeffwakeup (SEL)				
8:30 - 9:00	LEADERSHIP (Homeroom/ SEL)				
9:00- 10:00 Put First Things First	Homeroom	Switch	Begin with The End in Mind	Homeroom	Switch
10:00 - 10:10	Sharpen the Saw: Recess				
10:10- 11:10 Be Proactive	Homeroom	Switch	Begin with The End in Mind	Homeroom	Switch
11:10- 11:20	Sharpen the Saw: Recess				
11:20- 11:50 Find Your Voice (SEL)	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE
11:55- 12:25 Find Your Voice (SEL)	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE
12:25- 1:25	Sharpen the Saw: Lunch				
1:30 - 2:20	Synergize (Based on Team Collab)				
2:20	DISMISSAL				

Building: JEFFERSON

Homerooms: 105, 106, 108, 109, 201, 205, 207, 210, 218, 302, 303 (Math/Science)

Building Wide Educational Program

TIME	Monday	Tuesday	Weds.	Thursday	Friday
8:15-8:30	#jeffwakeup (SEL)				
8:30 - 9:00	LEADERSHIP (Homeroom/ SEL)				
9:00- 10:00 Put First Things First	Homeroom	Switch	Begin with The End in Mind	Homeroom	Switch
10:00 - 10:10	Sharpen the Saw: Recess				
10:10- 10:40 Find Your Voice (SEL)	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE
10:45 - 11:15 Find Your Voice (SEL)	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE
11:15 - 11:25	Sharpen the Saw: Recess				
11:25 - 12:25 Be Proactive	Homeroom	Switch	Begin with The End in Mind	Homeroom	Switch
12:25- 1:25	Sharpen the Saw: Lunch				
1:30 - 2:20	Synergize (Based on Team Collab)				
2:20	DISMISSAL				

Elementary School Virtual Schedule (K-4)

8:45am - 1:00pm	1:00pm - 2:20pm	2:20pm - 3:00pm
LIVE synchronous lessons with classroom teachers and special area teachers.	Lunch & Teacher Prep Period	Asynchronous lessons, W.I.N., SEL, Small Group Instruction, and G & T, RTI