



## LEA Guidance for Virtual or Remote Instruction Plan Attestation for the 2021-2022 SY

### Contact Information

County: Essex

Name of District, Charter School, APSSD or Renaissance School Project: Essex Fells

Name of Chief School Administrator or Lead Person: Michelle V. Gadaleta

Chief School Administrator or Lead Person Contact Number: (973) 226-0505

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) to assist districts in the development of their 2021-2022 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to improve elements of the prior year's plan to provide the most substantive education, including related services, to their students in the event of a district closure.

For each of the three areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the plan and list the corresponding plan page number, or mark "no" if the information is not contained in the plan. The chief school administrator or lead person is expected to provide an explanation to the county office of education for all areas marked "no."

By October 29, 2021, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2021-2022 along with this form to their county office of education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

**The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction.**

The program should account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices.

Page Number: 3

District Confirmation: Yes  No

County Confirmation: Yes  No



**The plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs.**

The plan should contain how the LEA will provide continued safe delivery of meals to eligible students.

Page Number: 0

District Confirmation: Yes  No

County Confirmation: Yes  No

**The plan contains the required length of a virtual or remote instruction day.**

The minimum hours of instruction for a virtual or remote day is four hours excluding lunch and recess.

Page Number: 1

District Confirmation: Yes  No

County Confirmation: Yes  No

**Plan Posted on LEA Website**

Is the plan posted on your website? Yes  No

Website link: www.efsk-6.org

**APSSD Only**

Was your plan shared with all sending districts? Yes  No

**Board Approval**

Date (mm/dd/yyyy): 10/20/2021

**Name and Signature of Chief School Administrator or Lead Person**

Chief School Administrator or Lead Person Name: Michelle V. Gadaleta

Chief School Administrator or School Lead Person Signature: *Michelle V. Gadaleta*

Date (mm/dd/yyyy): 10/21/2021

**Date of Submission to County Office**

Date (mm/dd/yyyy): 10/21/2021

# Essex Fells School



## Full-School Remote Learning Practices

EFS is ready to shift to Remote Learning at any time should it be determined by the Health Officials or Executive Order that the health and safety of all no longer allow in-person instruction.

- If this occurs, the teachers will take one day after the order is given to gather teaching materials and organize student materials for pick-up. An additional day will be reserved for parent pick-up of items at EFS via a drive-through between the buildings by grade level. A pick-up schedule will be disseminated to parents should this circumstance take effect.
- During the first two days, Google Classroom assignments will be activated for students to complete. Beginning on the third day, a full-day instructional schedule will be presented with a minimum of 3 live Zoom lessons daily for children to engage in with their teachers.

### **Instructional Guidelines**

Each classroom may adopt procedures that work best for the success of their students' individual learning needs while working within the minimum standards of practice of Essex Fells School.

A minimum of 4 hours of instruction not inclusive of lunch, will be provided following a full-day schedule with instruction occurring between the hours of 8:30 and 3:05.

Google Classroom will be utilized for all grades PK-6 and Specials for the organization and distribution of content, materials, and assignments.

It is expected that children have daily face-to-face instruction through the use of a Zoom platform.

Attendance must be taken at ALL live sessions to gain credit as a day of instruction. Teachers will lead student practice for Remote Learning to prepare for the possibility of a pivot to remote instruction.

Students should be familiar with the expectations and practical usage of the platforms and navigating sample assignments in the remote setting.

Remote learning is an opportunity to enact an atypical, yet creative procedure such as departmentalization of the primary grades. For example, one classroom teacher can be responsible for the math instruction of both classes.

(Depending on Health Guidelines) Teachers may be permitted to teach from their classrooms during this time.

The following are the minimum standards of practice.

- \*A weekly schedule of assignments, live lessons, and office hours for each week will be sent to the students/parents every Sunday evening.
- \*A combination of live instruction and pre-recorded lessons will be delivered on a full-day schedule from 8:30 am-3:05 pm.
- \*Uniform Platform of Google Classroom including Specials will be Utilized PK-Grade 6.
- \*Zoom platform will be used for live instructional periods.
- \*Attendance will be taken during each live lesson to gain credit towards the day of instruction.
- \*A minimum of TWO live instructional lessons daily by the classroom teachers (could be 2 LA/MA if departmentalized)
- \*A minimum of ONE live Specials will also occur daily *per grade level*.
- \*Tiered levels of sustained screen-times for developmental levels including PK-2nd grade 20-30 minute sessions, 3rd-6th grade 30-45 minute sessions.
- \*Individual live student check-in sessions with teachers for assistance, questions, and assessment must be offered on a daily basis.
- \*Flexible deadlines for assignment submission.
- \*Grading timelines will be communicated with students/parents which include a 7 day turn around for Gradebook submissions.

\*Parent communication is expected to update progress, share good news, and/or concerns.

### **Remote Learning Guidelines**

- Student attendance and participation are required at all live lessons.
- Cameras must be on and remain on for the duration of the lesson for the student to earn credit for the class.
- Students must be seated in a chair at a table or desk with no distractions such as television, radios, cell phones, pets, etc.
- Students may not eat or drink during their live sessions and must be dressed in school appropriate clothing.
- Parents may not be visible on camera or heard during any live instructional lessons unless requested by the teachers.
- Any inappropriate actions will cause immediate termination of that student's participation in the live instruction.
- Students who do not turn in assignments as scheduled by the teachers will not receive credit for the work.

### **Technology Needs**

Any student in need of a district device or internet access should contact Jackie Castellano, Technology Coordinator at [jcastellano@efsk-6.org](mailto:jcastellano@efsk-6.org) to request the usage of district devices.