



GARFIELD PUBLIC SCHOOLS REMOTE LEARNING PLAN

Staff Protocol, Expectations, & Requirements

Anna Sciacca, Superintendent of Schools

Remote learning days will begin on Monday, March 16, 2020. The District is equipped to provide a valuable learning experience through both virtual learning and the completion of the prepared paper-based materials. For grades K to 12, this includes assignments for Math, ELA, Science, Social Studies, World Language, Art, Music, Health and PE. Digital assignments can be turned in as directed in lessons. Students in grades 1-5 are required to submit all paper-based learning assignments to the teacher upon return to school.

Remote learning lessons can be found on the district website: www.gboe.org. designated **REMOTE LEARNING** on the far right of the purple tab. The lessons are also linked to the school website as well as teacher websites for grades PreK-12. **All staff members will be working remotely from home and will be available via email communication.**

PRE-K

ECLC AND GPPA 1 (3 Saints) : Learning packets will be available for pick up at the school on Monday, March 16th from 10:00 a.m.-12:00 p.m.

GPPA 2 (Head Start): packets have already been distributed. If you do not have the packet, please contact the school to make the necessary arrangements.

GRADES K-5

Student learning packets will be available for pick up at your child's school on TUESDAY, MARCH 17TH from 10:00 a.m.-12:00 p.m. *Please note that due to the massive volume of copies required, the district will not have the packets available on Monday. Students will be responsible to complete all work in the packet beginning with Day 1.*

GRADES 6-12

Student laptops will be used to complete remote leaning assignments.

Please note students should be completing lessons as assigned daily for ALL subjects and submitting work to the teacher electronically.

Teachers, counselors, social workers, behaviorists will be available to respond to any questions, provide academic assistance as well as social emotional guidance.

COMPUTER DISTRIBUTION TO STUDENTS IN GRADE 5-12

The district will continue to make laptop devices available for students in grades 5-12.

Please see the schedule below to receive one at your child's school upon completion of the necessary documents. If your child does not have a district issued laptop, please make every effort to pick one up given the significance of the device for remote learning.

DISTRIBUTION OF LAPTOPS FOR STUDENTS IN GRADES 5-12 WILL TAKE PLACE ON MARCH 16-17-18 :

9:00 a.m. -10:00 a.m.:	School #4	School #5	School #6	School #7
11:00 a.m. -12:00 p.m.	School #8	School #9	School #10	Garfield Middle School
9:00 a.m.-11:00 a.m.:	Garfield High School			

INTERNET ACCESS

We are receiving notification that internet providers, such as ALTICE, are offering free internet services for families that do not currently have access. We will investigate this in collaboration with our city officials and provide more information as it becomes available. Some smart phones can provide short term access by using the personal hot spot. We encourage you to be resourceful in gaining internet access during this period of remote learning and will do everything possible to help.

TECHNICAL ASSISTANCE

The Garfield School District is prepared to provide technical assistance and resolve any technical concerns including issues with district laptops. Accommodations will be made in order to avoid any disruptions to the remote learning process. Please contact the technology Director at drigoglioso@gboe.org and/or call 973-340-5010, ext. 2232.

MEALS PROVIDED for STUDENTS IN GRADES PREK-12 WHO ARE ELIGIBLE FOR FREE AND REDUCED LUNCH DURING SCHOOL CLOSURE TO STUDENTS

Meals will be provided for eligible students in grades PreK-12 from 11:30 a.m.-1:00 p.m. beginning on Monday, March 16th and will continue to be provided during school closure at one central location : 3 Saints Church Parking Lot, 454 Outwater Lane.

Lunch is Grab and Go and students will not be permitted to congregate at this location. Students in grades 6-12 should provide student ID.

ADDITIONAL IMPORTANT INFORMATION:

- Administrators are scheduled to be in the schools daily from 8:00 a.m.-12:00 p.m. until further notice. Only urgent requests for face to face meetings will be accommodated due to the risk of person to person contact and the spread of COVID 19. Please use phone and email as your primary means of communication during this medical crisis.
 - All co-curricular programs, including athletics and field trips, are canceled or postponed.
 - The Board of Education office will be open from 8:00 a.m.-12:00 p.m., however all appointments will be limited to urgent matters until we move past this crisis.
 - Registration of new students for the 2020-2021 school year is suspended until further notice.
- ROLES AND RESPONSIBILITIES FOR ALL EMPLOYEES DURING REMOTE SCHOOL DAY**

Teachers (WORKING FROM HOME)

- Remote Learning will begin on March 16, 2020 until further notice.
- Be available for four hours each weekday (8:30-12:30) to provide assistance to students and parents.
- PreK and Elementary teachers will check in daily with principals between 8:30a.m.-9:00 a.m.
- Middle School and High School teachers will check in daily with Supervisor between 8:30 a.m.-9:00 a.m.

- Continue to update your teacher websites with a daily message each day and provide clarification and instructional strategies for lessons. This applies to all teachers including specialists i.e. Art, Music, Health and PE, World Language, Computers, Reading Specialists, BSIP, ESL, G & T.
- Check-in with the students and families daily to provide support in home-based instruction and additional guidance, check on student progress and address any questions they have via GBOE email.
- Maintain Daily Communication Log located on One Drive.
- Ensure that home-based instruction is consistent with students' individualized education plans (IEPs) to the extent appropriate and meet the New Jersey Student Learning Standards.
- Maintain ongoing communication with direct member of administrative team (building principal, supervisor) via email or phone call.
- Complete required GCN training tutorials and additional tutorials if assigned.
- Elementary Report Cards open to parents on March 23rd. All report cards must be completed by March 20th.
- MS and HS report cards will be completed as per the scheduled date.
- All teachers will develop an additional two weeks' worth of lessons on the district created template if school remains closed. The materials enclosed in each packet should cover a range of content areas and include concepts which have already been introduced in school. The activities enclosed are to be in alignment with the daily instruction each student receives based on the goals and objectives outlined in their Individualized Education Plan (IEP).
- More information on the additional plans will be forthcoming from immediate supervisor and building principal.

Speech Therapists (WORKING FROM HOME)

- Provide Optional Distance Learning Related Services work packets to ensure students engage in continuous learning experiences for the duration of school closure. The materials enclosed in each packet should include concepts/skills which have already been introduced in school. The activities enclosed are to be in alignment with the daily instruction each student receives based on the goals and objectives outlined in their Individualized Education Plan (IEP).
- Be available for four hours each weekday (8:30-12:30) to provide assistance to students and parents.
- Check in with your principal/ supervisor via GBOE email. (8:30-9:00)
- Check-in with the students and families daily to provide support in home-based instruction and additional guidance, check on student progress and address any questions they have via phone, email or other real-time communication
- Maintain Daily Communication Log located on One Drive.
- Maintain ongoing communication with direct member of administrative team (building principal, supervisor)
- Complete any necessary documentation in a timely manner.
- Complete required GCN training tutorials and additional tutorials if assigned.

Child Study Team (WORKING FROM HOME)

___ Check in with Director or Assistant Director daily via email (8:30-9:00)

- Conduct all IEP meetings remotely via technology in teams and via telephone to remain in compliance with State and Federal mandates.
- Maintain Daily Communication Log located on One Drive.
- Schedule IEP meetings for April, May, and June.
- Prepare IEP documentations and reports for all upcoming meetings.
- Reach out to families if you provide counseling twice per week via email and provide assistance and any appropriate resources if needed.
- Complete required GCN training tutorials and additional tutorials if assigned.

Behaviorists & Counselors (WORKING FROM HOME)

- Check in with parents of your caseload daily.
- Check in with your principal daily through email (8:30-9:00am)
- Continue to check in with the students and families they know will need support during this time via phone, email or other real-time communication
- Check in with parents of your caseload daily
- Maintain Daily Communication Log on One Drive
- Support parents through education on available resources.
- Assist parents via technology if behavior plans for the home need to be created and implemented.
- In the event of a serious concern about a student (i.e. self-harm, suicidal thoughts/threats, severe anxiety, Child Protection situation, etc.) the behaviorist will immediately refer the concern to their school principal. The principal will follow protocol in terms of Child Protection.
- Maintain ongoing communication with direct member of administrative team (building principal, supervisor)
- Complete required GCN training tutorials and additional tutorials if assigned.

Nurses (WORKING FROM HOME)

- Must be available during hours of 8:00 a.m. -12:00 p.m.
- Daily communication with nursing supervisor and building administrators regarding health status of students as needed.
- Will comply with any requests from the Garfield Department of Health if necessary .
- Communicate with parents/caregivers as needed (students receiving meds and/or with medical concerns)
- Maintain Daily Communication Log on One Drive
- Document in nursing notes in Realtime.
- Participate in 504 and other relevant webinars assigned.
- Complete required GCN training tutorials and additional tutorials if assigned.

Paraprofessionals (WORKING FROM HOME)

- Check in with principal daily through email. (8:30a.m. -12:30 p.m.)
- Maintain communication with assigned teacher and provide assistance as directed through email.
- Monitor and respond to teacher email and communications.
- Complete required GCN training.
- Additional (12) GCN trainings will be added and must be completed by March 27, 2020. All certificates of completion must be submitted to the building principal.
- Read required articles relevant to education and student discipline as assigned.

Personal Care Assistants and Lunch Aides (WORKING FROM HOME)

- Complete 12 GCN trainings as assigned by March 27, 2020.
- All certificates of completion must be submitted to the building principal.
- Read required articles relevant to education and student discipline as assigned.

School Secretaries (WORKING ON SITE)

- Report to work each day 8:00-12:00.
- Monitor and respond to email and communications
- Complete required GCN training tutorials and additional tutorials as assigned.
- Distribute Remote Learning packets to parents. Maintain log of pick-up of packets.
- Perform job responsibilities under the direction of building principal.

Board Office Secretarial Staff (WORKING ON SITE)

- Report to work each day 8:00-12:00.
- Perform job responsibilities under direction of superintendent and/or BA.

Technology Department (WORKING ON SITE)

- Report to work daily from 8:00 a.m. -12:00 p.m.
- Maintain ongoing communication with direct member of administrative team (building principal, supervisor) via email or phone call.
- Complete required GCN training tutorials and additional tutorials as assigned.
- Provide remote support for faculty, staff, and students via email.
- Provide assistance and resolve issues with devices and tech problems relevant to remote learning.
- Distribute laptops to parents of students in grades 5-12 on designated days.
- Complete open work orders.
- Monitor and respond to all email communications from administrators,
- Document phone calls or any concerns.

Custodial Staff (WORKING ON SITE)

- Report to work 7:00 a.m. -12:00 p.m. / 3:00 p.m.-8:00 p.m. as assigned by Facilities Director.
- Clean and sanitize all areas of the buildings.
- Perform all duties assigned by Director of Facilities.

Transportation Department (WORKING ON SITE)

- Report to work daily from 8:00 a.m.-12:00 p.m.
- Complete all required GCN tutorials and additional tutorials as assigned.
- Submit all certificates of completion to Business Administrator.
- Clean and sanitize all buses.
- Schedule bus routes in Transfinder.
- Continue all duties assigned by director of transportation

Principals, Vice Principals & Supervisors (WORKING ON SITE)

- Report to work each day from 8:00 a.m.-12:00 p.m.
- Supervise the remote learning initiative.
- Maintain close communication with staff and superintendent.
- Communicate with parents to respond to questions, concerns, and issues related to remote learning and all other school business.
- Ensure paper-based learning packets are picked up by students on designated dates.
- Check school and teacher webpages on a regular basis to make sure they are kept current.
- Complete required GCN Training and any additional tutorials as assigned.
- Perform all routine tasks to insure school is prepared when reopened.
- Update all evaluations in Realtime.
- Follow all directives as issued by the Superintendent.