

Montclair Public Schools



Emergency Virtual or Remote Instruction Program

October, 2021

In response to the COVID-19 global health crisis, Montclair Public Schools has developed this remote learning plan so our students can continue learning while our school buildings are closed. This plan represents MPS' commitment to making every effort to ensure that the learning of each and every Montclair student continues to be successful. This plan is founded on the following principles: (1) supporting continuous instruction within a 24 hour time period of school / district closing, (2) providing access for all students, and (3) maintaining connectedness to the community

A partial to full school closure, where all some or all of our schools have to close, a full remote offer will be made available to students within a 24 hour time period, which as closely as possible matches the student's daily schedule.

Equitable Access to Technology

Should the need to close the district arise, all students will use their district-issued Chromebooks to attend virtual learning provided by their classroom teachers. Throughout school closures, MPS teachers will continue to provide students with instruction, within 24 hours of school and or district closing that is designed to build upon the learning trajectory already established in the classroom. Teachers will be required to create virtual classrooms utilizing the Google Meet platform and schedule sessions within the allotted time based on their school schedules.

The teaching and learning plan for each day will typically mirror the student's in person schedule and there will be time between these sessions for children to apply their learning to independent work. Students requiring additional support will be provided with this remotely by their class teacher or other staff members using 1:1 video sessions, phone calls or the chat function on our learning platforms.

Teacher-Led Full Remote Instruction

- Full remote instruction.
- Teachers design the sequence of learning based on where they left off and what their students are working on.
- Resources housed in SEESAW (Grades K-2) AND Google Classroom (e.g., videos, live instruction / Grades 3-12).
- Student communication through Google Classroom, other digital platforms, and/or phone.

Technology Assistance via Remote Learning:

For immediate technology needs during remote learning, please call our MPS Technology Help Line at **301-259-1510** or put in a Remote Learning Support ticket into [Incident IQ](#). If no one answers the phone then please leave a message and include the student's name, a number to contact you at, and what the issue is that you are experiencing. We will be monitoring this number M-F from 8am - 3pm.

If in the event, a replacement lap top is needed, the Office of Technology will coordinate a date time to pick up technology from our self-service vestibule at Hillside School.

Continued Meal Service Plan

In the event of Remote Instruction, meal distribution will occur daily, Monday through Friday, in close proximity to the times of school dismissal. Meal distribution will occur at four school locations (Bullock, Montclair High School – Main, Nishuane and Northeast) and at Toni’s Kitchen (St. Lukes Place). The meal distribution will be for a two hour period (i.e. 1:30 to 3:30 pm , 4:00 pm to 6:00 pm)

Virtual or Remote Instruction Day

*In the event the district must have a classroom, school or district switch to remote learning, the following would apply:

Students are to have a minimum of 4 hours of instruction daily, following an early dismissal schedule. This includes Google Meets, instruction, small group and independent work time. The staff/students will follow the time schedule of their assigned school. Lunch periods will not be followed on early dismissal days if remote, and students will utilize this time for seat work. Teachers will be available to answer questions during this time.

- Staff will have the option of working from school or from home. Staff that work from home must have adequate internet access otherwise will be required to work from the school building and must have all necessary resources.
- Homeroom teachers will do a group meeting via Google Meet at the start of the student’s school day. This must be done daily and attendance must be recorded.
- A classroom whether in the traditional form, or the online form, must be a safe place to foster and engage in open discussions without hostile, discriminatory, or inappropriate comments. Therefore, it is important for all teachers to set ground rules for online discussions. Sample: Google Meets Expectations
- Teachers will instruct students in reading, writing and mathematics daily. Teachers are encouraged to provide this instruction through synchronous (real-time) lessons .
- Weekly lessons will be done in social studies, science, health and other mandated subjects. Teachers are encouraged to provide this instruction through synchronous (realtime) lessons.
- Teachers will also work to cultivate connections through the use of Google Meets for small groups and/or 1:1 instruction. This is to be done at least 2 times a week for each student.

Special Education/CST/Related Services Procedures for Remote Learning:

- Instruction should be tailored to the student's individual needs in a most appropriate method for remote learning. Appropriate accommodations and modifications will be made for students based on their IEP and individual needs in all classes.
- CST & Related Service Providers will be available each instructional day based on their assigned school hours. CST and Related Service Providers will check in with the teachers on their caseload, at minimum, once a week. They will also check in with families and students on their caseload frequently to ensure services are implemented in accordance with the IEPs to the greatest extent possible.
- Related Services will be provided through Google Meet as appropriate and as required by the student's IEP, and to the greatest extent possible. Services will be provided individually or in a small group for designated services. Related Service Providers will document services offered, services provided, and student progress towards their Individual Education Plan Goals and Objectives.

During Remote Instruction, Classroom/Special Education teacher responsibilities include:

- Daily Google Meets with students to take attendance.
- Daily lessons in reading, writing, mathematics
- Posting of assignments via Google Classroom
- Weekly lessons in science, social studies, health, and other mandated subjects
- Small group instruction or 1:1 conferences with students weekly

During Remote Instruction, Special Area/Physical Education teachers responsibilities include:

- Meeting via google meet with class at the normally scheduled period via google meet.
- Supporting families and students in accessing and participating in remote learning.
- Submitting Lesson plans to building principal

During Remote Instruction, Guidance Counselors responsibilities include:

- Leading small group instruction in a virtual environment.
- Creating monthly SEL lessons for each grade level and schedule time to share those lessons with all classes.
- Research SEL websites, videos, and links for accessible activities that teachers can incorporate into lessons.

- Supporting families and students in accessing and participating in remote learning.
- Guidance Counselors can be added to online classes as co-teacher as necessary to assist with struggling students

During Remote Instruction, School Nurse responsibilities include:

- Ensuring that immunizations are current in Genesis as we are still required to maintain those.
- Conducting telehealth for screenings as required

During Remote Instruction, Technology Integration Specialist responsibilities include:

- Check in with staff in assigned building to assist with technology issues or problems
- Check in with administrators to see if families are in need of assistance with technology
- Create “how to videos” on the different educational platforms the teachers are using and post on district website for staff, parents and students

During Remote Instruction, Basic Skills teacher responsibilities include:

- Small group instruction or 1:1 conferences with basic skills students during regularly scheduled periods
- Research websites, videos, and links for accessible activities that teachers can incorporate into lessons for struggling learners.
- Supporting families and students in accessing and participating in remote learning

During Remote Instruction, Support staff/paraprofessionals responsibilities include:

- Participating in whole group class meetings
- Pre-recording read-alouds and videos as directed by the teacher
- Providing real-time support during virtual sessions
- Researching websites, videos, and links for accessible activities that teachers can incorporate into lessons.
- Supporting families and students in accessing and participating in remote learning. Teacher Assistants should be added to online classes as co-teacher.
- Leading small group instruction in a virtual environment.
- Facilitating the virtual component of synchronous online interactions.
- 1:1, 2:1 and 3:1 assistants are encouraged to conduct Google Meets with students to assist in instruction.