

# Washington Township Schools

*~ A Community of 21st-Century Learners ~*

**Welcoming YOU Back to the New School Year!**



## **Learning Expectations, Protocols and Guidance for Students & Parents 2020-2021 School Year**

***CHILDREN · PARENTS · EDUCATORS***



***SAFER · STRONGER · TOGETHER***

# *For Our STUDENTS: Expectations, Protocols and Guidance*

The Washington Township Schools are committed to providing students with high-quality instruction during this unprecedented time and in keeping with the additional protocols. In order to ensure that students are maximizing their learning opportunities and staying safe, the following framework is outlined for our WTSchools community. In addition to the handbook provided from each school, the district is providing the general K-8 guidelines as a framework for in person/hybrid/virtual classroom instruction. Students are expected to abide by the following guidelines when participating in learning.

## **Attendance**

During virtual learning days, students will be expected to complete and submit assignments as determined by their classroom teachers. It is the expectation that students will log on to Google sessions initiated by their classroom teachers. If a child is absent on a distance learning day, parents should follow the protocol outlined in the regular school handbook for reporting an absence. An extended absence may require consultation with the school nurse before returning to school.

## **General Chromebook Use**

All students in grades Pre K-8 will be provided with a district-issued device to assist with hybrid/virtual instruction. The purpose of this provision allows access to district devices, services, network, and email to support research and learning while providing students with opportunities for collaboration and communication with teachers and classmates. *Students are expected to use the Chromebook provided by the district to complete learning activities whenever feasible. These devices are known to work properly with the features and functionality of the various learning platforms used in classrooms. It has been our experience, collectively, that some personally-owned devices may lack updates or other capabilities preventing them from working seamlessly and without disruption. Using the provided Chromebook assures compatibility and enhances our ability to maintain the continuity of learning called for in the NJDOE “The Road Back” guidance document.*

Student Chromebooks must be used solely to support learning, which furthers the educational objectives and curricula established by the Washington Township Board of Education. Whether accessing the district’s network and services from outside the school or not, all users are subject to the terms and conditions outlined in the [WTSchools’ BOE Policy 2361](#). In addition, a student who uses other organizations’ networks or computer resources must comply with both the rules for use of those networks as well as those of the school district.

## **Broken/Lost Equipment**

Student devices are an instrumental part of our hybrid/virtual instruction model. It is critical that students have a working device to participate during online and in-school learning. Should a student’s device become damaged, please follow your school’s protocol for replacement, or contact Dr. Battitori ([jbattitori@wtschools.org](mailto:jbattitori@wtschools.org)) if a breakage occurs during virtual learning.

We understand that accidents will happen from time to time. However, students experiencing “repeat” accidents will be required to submit payment for repairs through the school office.

*Repair costs for the 2020-2021 School Year are as follows:*

- Battery Replacement (Physical Damage ONLY): \$20
- Broken Screen: \$35
- Broken Front Bezel: \$20
- Broken Charging Port: \$5
- Broken Keyboard, \$20
- WiFi Card: \$5

### **Student Participation in Virtual Instruction**

When learning from home, students should expect to participate in live meetings with their teachers and classmates, as well as interactive chats and direct teacher-to-student coaching using collaborative platforms (Google Chat/Doc Sharing/GoGuardian). Specific class guidelines may vary depending on the classroom teacher. The inappropriate use of Google Meet may result in the removal from the online classroom, or restriction of the student's WTSchools account. Misuse may also lead to disciplinary action at the discretion of school administration. The following 'net'iquette guidelines are in effect for all students:

- All students will sign into their meetings *on time and ready to learn*.
- The Chromebook camera shall be turned on to ensure that students are actively engaged in the meeting or lesson.
- Students should have a dedicated workspace for online instruction in an appropriate environment.
- Bathroom/hygiene needs should be remedied before live instruction begins.
- Students should refrain from eating during Meet times unless otherwise directed by the teacher, as this can cause a distraction to other students.
- Students and parents shall communicate with the classroom teacher if the student is unable to participate.

### **Student Learning Task Completion**

All students are expected to complete and submit their learning assignments as outlined by their classroom teachers in order to receive full credit and feedback.

- Students should follow the daily work schedule as provided by their classroom teachers.
- Students and parents should communicate with the classroom teachers if additional support or time is needed to complete an assignment.
- All work should be submitted to the classroom teacher per their individual deadlines.

### **Grading Structure**

For the 2020-2021 school year, students will be graded as they were prior to the implementation of hybrid/virtual instruction. Therefore, students are required to submit all assignments and participate in online class lessons and discussions, as outlined by their classroom teachers in order to receive full credit.

Elementary school students will be assessed each trimester using the same standards-based approach as utilized in the past. Middle school students will be graded on a marking period calendar, using the traditional (A,B,C,D,E) grading scale for the 2020-2021 academic year. Therefore, it is imperative that students complete work to the best of their ability.

### **Academic Integrity**

Academic integrity in the area of student work is important in all learning situations. During hybrid/virtual learning, we understand that parents may need to assist their child due to the developmental learning stage; however, in order to ensure that students' needs are being met and that skills are being learned, it is imperative that all children submit their own work. Authentic work samples (even if incomplete) are critical for teachers as they work to identify areas of strength and weakness in order to enrich and support all learners. Violations of basic principles of academic integrity will be managed on a case-by-case basis, and may result in loss of "credit" or other disciplinary action.

## ***For PARENTS: Expectations, Protocols and Guidance***

### **Wellness/Attendance**

It is imperative that all parents conduct health/wellness screenings of their children each morning prior to heading to schools each day. *If you believe that your child is ill, if they have a fever of any kind, or are symptomatic in any way, please keep them home until a physician has cleared them of illness.* This is essential and cannot be emphasized enough. Children experiencing illness while at school will be safely monitored by WTS' school nurses and sent home to rest,

recover, and/or receive medical treatment. To promote awareness as to the importance of establishing this healthy habit, parents and staff are required to sign a “Healthy Pledge” in support of a community-wide effort to mitigate the spread of COVID-19. **This “Pledge” and additional health information will be sent to WTS’ parents under separate cover the week before school begins.**

Attendance continues to be important but health and safety are more so. The virtual portion of learning can be accessed until your child is cleared to return to attending school. If your child is absent, meaning your child is unable to participate in learning (whether in-person or remotely), please contact the school office. State your child’s name, grade, teacher, and the reason for the absence, **being sure to describe the symptoms of the illness.** The attendance line is open 24 hours. If you need to speak to the school nurse, please feel free to contact her with any concerns or questions or to report any health issues with your child. When your child returns to school from any absence, please provide a note stating the date of absence and the reason for the absence to be excused. For your convenience, here are the school phone numbers:

**BAC** 908.850.3161 (PRESS 1 to Report Your Child’s Absence)

**FKS** 908.850.1010 (PRESS 1 for KOSSMAN/PRESS 2 for FLOCKTOWN: Then PRESS 1 to Report Your Child’s Absence)

**OFRS** 908.876.3865 (PRESS 1 to Report Your Child’s Absence)

**LVMS** 908.876.3434 (PRESS 1 to Report Your Child’s Absence)

### **Visitors**

Due to the current mandated precautions, parents and other visitors will not be admitted to the school building. Parents who are dropping off items for students, picking up items, or completing paperwork for the school will be admitted only to the vestibule where any transactions will take place via the service windows. Parents and visitors will be asked to continually wear a face mask while in the vestibule for mutual safety.

### **Transportation-Arrival and Dismissal**

Students will be seated on the bus following the requirements from the district transportation office. They will be required to wear a face mask during the entire trip. It is very important to ensure safety on the bus. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver. School bus transportation is a privilege, not a right, which may be withdrawn for inappropriate behavior. We are asking that parents discuss with their children the importance of remaining seated and buckled while on the school bus. Please reinforce with your children the importance of facing front, wearing a cloth face covering and following the directions of the driver.

### **Parent Meetings**

All school meetings will be held virtually in an online presence rather than face to face. Parents will be notified in advance for Section 504 meetings, Special Education meetings, Intervention and Referral Services (I&RS) meetings, and other necessary group communication.

### **Immunizations**

New Jersey law and Board Policy 5320 require every student enrolled in a public school to have adequate immunization. Proof of immunization must be given to the school at the time of the child’s registration. A new student may be enrolled temporarily for 30 days until proper records are secured.

### **Lunch Program**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a

well balanced lunch is offered at a reasonable price. Lunch prices are published at the start of each school year and on the monthly menu. The menu may be found on the district website under the Parent Information tab. You can directly contact Marcia Brenneman, General Manager of our program, at (908) 876-3434 extension 2329. During this time of social distancing, students will eat in the classrooms or designated areas.

### ***Resources For Online Learning***

All students in grades Pre K-8 will be provided with a district-issued device to assist with hybrid/virtual instruction. Distribution will occur the week prior to Opening Day and parents will be notified accordingly. Parents will find the following resources helpful in navigating and supporting remote “at-home” learning:

\*YouTube video tutorial for parents: <https://youtu.be/IgS-hoSIjnw>

\*Google’s How to Get Classroom Email Summaries for Parents:  
<https://support.google.com/edu/classroom/answer/6388136?hl=en>

\*Google’s How to Join Classroom as a Student:  
<https://support.google.com/edu/classroom/answer/6020297?co=GENIE.Platform%3DDesktop&hl=en>

\*YouTube video tutorial for parents: <https://youtu.be/QiLkyQcftXw> and <https://youtu.be/JfXNc7oDFns>

\*How to share your screen: <https://youtu.be/4KjrFSFOr5Q>

\*Google Meet cheat sheet: <https://support.google.com/a/users/answer/9300131>

\*From Google’s Web Page: [https://support.google.com/chromebook/answer/9797958?hl=en&ref\\_topic=9790276](https://support.google.com/chromebook/answer/9797958?hl=en&ref_topic=9790276)

Log in to a specific account on a personal chromebook

- Sign in with a school-issued Google Account.
- To do school work, your child should be signed in to a school-issued Google Account.
- To get your child’s school account info, you can ask your child’s school or teacher.
- When your child is on a school account, only the school can monitor your child’s activity.

Tip: If you’ve signed in to your child’s Chromebook with a personal Google Account, sign out. Then, select Add person and add your child’s school Google Account.

\*YouTube video: <https://youtu.be/APtg2ZQIEvw>

***WTS Looks Forward to Welcoming All Students  
to the New School Year on Tuesday, September 1st!***

