

Keyport School District 2022-2023 Remote Instruction Plan



**Learners Today.....Leaders Tomorrow
BOE Approved 09-21-22**

Preface

In April of 2020 Governor Murphy signed an executive order that became [P.L. 2020, c.27](#). This law provides for continued instruction in the event of a public-health related district closure. Districts can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. Therefore, Keyport Public Schools has created an educational plan for remote instruction when schools need to be closed. This plan is a living document. It will be revised based on updates by the Governor's Office, Monmouth County Health Department, and the New Jersey Department of Education.

Although navigating the uncharted waters of COVID-19, KPSD stakeholders contend that in-person instruction, including students and staff, can not be replaced by remote learning. However, the need to provide meaningful remote instruction for students may arise. This plan has been created in preparation for any unforeseen public-health related need for district closure, that will require us to pivot to a Remote Instruction schedule.

In an effort to communicate with all stakeholders (students, parents, staff, and community members we will utilize the following means of communication (English and Spanish):

- [Website](#) & Website Alerts
- [Staff Directory](#)
- Email Blasts
- Phone Blasts
- School Messenger Texts
- Twitter @KeyportSchools
- Facebook @KeyportPublicSchools
- Instagram @keyportschools
- Marquees

Equitable Access

Remote instruction will be provided to students in the academic areas of ELA, Math, Science, Social Studies, and all special area subjects. Instruction will be differentiated to meet the needs of all learners. Teachers will utilize Google Classroom, SeeSaw, Google Meets, email, phone, or text message to post assignments and important information.

Keyport Public Schools is now a 1:1 district for all students K-12. Students in grades 4-12 bring their devices to and from school on a daily basis. In the event of a closure, students in grades Pre-K to 3 will be provided with devices in the event they do not have a device at home. Students without access to the Internet will be provided with the information on how to obtain access to the Internet.

All student devices are set up to automatically VPN into the district's next generation firewalls when used outside of the network. Devices are also installed with antivirus software that connects to our firewall in order to maintain a safe virtual environment.

Both students and staff have access to email that is assigned and monitored by the technology department. Students are able to monitor their individual progress utilizing the Genesis Student portal. The district also utilizes [Clever](#) to simplify the login process to all student software and websites.

All teachers in the district have their own district assigned chromebook. They have access to all of the tools students have, including Google Suite for Education, Google Classroom, Class DoJo, online textbooks, and other educational software. Staff also have access to the student monitoring software LANSchool. In order for teachers to maintain live and interactive communication with their students remotely Google Meet will be utilized.

Ongoing communication is essential during both in-person and remote learning. In the event the district needs to pivot to all remote learning the community will be notified via School Messenger (district communication system). All staff are considered essential personnel, if permitted to physically occupy the buildings, they will be available to assist in any way deemed necessary. The Business Hours of Operation are 8:00 a.m. to 4:00 p.m. for all offices. All communication will also be housed on our website www.kpsdschools.org.

The information below will describe, more specifically, how instruction will be provided during each day remote instruction is required.

KEYPORT HIGH SCHOOL

Period	Regular	Early Dismissal	Delay
HR	7:54-7:59	8:30-8:39 8:42-9:08 9:11-9:37 9:40-10:06 10:09-10:35 10:38-11:04 11:07-11:33 11:36-12:03 12:05-12:31 12:34-1:00	9:54-9:59
1	8:02-9:22		10:02-10:57
2	9:25-10:45		11:00-11:55
Open 1 A.S.	10:48-11:08		11:58-12:18
Open 2	11:11-11:48		12:18-12:38
3	11:51-1:11		12:41-1:36
4	1:14-2:34		1:39-2:34

CENTRAL SCHOOL

Regular	Early Dismissal	Delay
8:30-8:37	8:30-8:39	10:30-10:39
1 8:40-9:20	1 8:42-9:08	Extended Homeroom 10:42-10:46
2 9:23-10:03	2 9:11-9:37	-----
3 10:06-10:46	3 9:40-10:06	-----
4 10:49-11:29	4 10:09-10:35	4 10:49-11:29
5 11:32-12:12	5 10:38-11:04	5 11:32-12:12
6 12:15-12:55	6 11:07-11:33	6 12:15-12:55
7 12:58-1:38	7 11:36-12:02	7 12:58-1:38
8 1:41-2:21	8 12:05-12:31	8 1:41-2:21
9 2:24-3:04	9 12:34-1:00	9 2:24-3:04
* PSD 3 - 6-9 Period	* PSD 3 - 6-9 Period	* PSD 3 - 6-9 Period

Instructional Program

- Remote Learning Days are designed to reduce the impact and disruption to the school calendar, as well as student learning and achievement in the event of a pandemic emergency.
- On Remote Learning Days, a structured learning day will be provided so that students can continue to follow the curriculum relevant to the current unit of study. While this coursework will be completed outside the traditional classroom setting, it will serve as an extension of previous learning and extend to new concepts.
- A Remote Learning Day is defined as a day that students and teachers (as well as support staff) stay home, but is considered a school day by New Jersey State Law.
- Staff members will bring home their district-issued chromebook and charger each day going forward in case the need for virtual learning occurs outside of school hours. Staff members will ensure that they have all necessary passwords to all district programs as well as a list of student usernames and passwords.
 - Any teacher whose curriculum is tied directly to an online platform will ensure that all students have access to necessary resources and materials
 - Teachers have access to all digital resources and tools tied to the current curriculum.
 - All teachers will create a Google Classroom. Google Classrooms will be shared with all students and check that parents/students have access. Please invite your direct supervisor AND principal to each classroom.
- Any day that is deemed a Remote Learning Day will be shared via the district’s automated notification system (School Messenger) by the Superintendent as well as indicated clearly on the district website.
- Assessment procedures will follow the District’s Grading Policy and Assessment Calendar. Students will earn grades each marking period (elementary) and 4x4 (high school). Families can monitor progress via Genesis Parent Portal.
- Red Raider University After School Academy will be offered to students that will benefit from additional support in accelerating their learning needs.

Online Resources for Virtual Learning

Clever is the school’s digital learning platform. It is a user-friendly place for resources, messaging, and analytics. With a single sign-on, everything is one click away for students, families, and educators. Each student is able to log into Clever to access the online resources listed below:

Tool	Content Area	Grades
Big Ideas Math	Math - HS	9-12, Grade 8 Algebra
BrainPop	All	K-12 Physical Education
Clever		K-12
EDpuzzle	All	District Wide
ESL Library	All	ESL Teachers (K-12)
Gizmos	Math and Science	High School
i-Ready Diagnostic & Instruction	ELA and Math	K-8, Special Ed, ELL
IXL	ELA and Math	6-12, 6-8 Special Ed
Mystery Science	Science	K-5

Nearpod	All	6-8
Newsela	ELA, Science, SS, History	4-12
RazPlus	Language Arts	K-8, ELL, Special Ed
Remind		All
Screencastify	All	Admin, teacher leaders
Seesaw	Interactive Flip Classroom	K-2
Smore	All	Admin, teacher leaders
StudySync	Language Arts	9-12

Special Education Needs

Students with established additional school support will have their work accommodated by their special education, general education, and/or child study team members based upon their needs. This may include additional time and resources upon their return to school. The Special Services Department has created a plan to provide related services during remote instruction. The Director of Special Services will oversee the implementation of the plan, which includes the tracking and progress of all related services. Case management will continue during remote instruction. Meetings with parents will be conducted via Google Meet, phone, and email.

Teletherapy services including all Related Services will be provided as applicable and determined on a case by case basis. Parents would be notified how these services are provided in order to comply with individual IEPs. If teletherapy services are applicable, parent consent will be obtained prior to initiating services. Related Services and Counseling will be provided via Google Meet. Compensatory services will be provided as needed and based on a child's IEP. Special education teachers, related services providers, and case managers update students' progress via IEP Direct. Planning meetings and evaluations will be conducted when in-person instruction resumes.

English Language Learners

ESL services are provided through a Sheltered Instruction model. The ELLs are placed in a classroom with teachers that are Sheltered Instruction Observation Protocol (SIOP). The ESL teachers will provide a combination of push-in and pull-out Google Meet sessions during remote learning. During the pull-out learning sessions, the ESL teacher will provide targeted instruction to best meet the needs of the ELL. Families will receive communication via the multiple means available in English and Spanish. Staff will receive support and professional learning through PLCs, staff meetings and grade level/department meetings. Staff will be able to discuss culturally responsive teaching and learning, SEL and trauma informed teaching for students. Translators will be made available for staff and families as needed.

Attendance Plan

Attendance will be taken daily in Genesis. In the Remote Learning Model students must be present in the Google Meet session in order to be marked present. Teachers/staff will contact the parents/guardians when attendance issues are a concern. If attendance concerns continue, teachers should contact the school counselor, and then the school principal. If no response is received, a wellness check will be conducted in cooperation with the Keyport Police Department. Virtual sessions will count toward the student's participation grade.

Safe Delivery of Meals

The district utilizes Maschio's for our food services. "Grab & Go" meals will include lunch and breakfast for ALL students. For safety reasons, meals will be distributed to families to cover multiple days. Meals will be distributed from Central School on Mondays and Thursday for both district schools. The hours of distribution will be from 4:00 p.m. to 7:00 p.m. Families will receive reminders of scheduled pick up times. The schedule is subject to change depending on food and staff availability. The district will work collaboratively with our food service provider (Maschio's) in order to accommodate all families. Additional Collaboration with the Keyport Food Ministerium to provide additional support to families will continue.

Facilities Plan

All custodial and maintenance staff will report to work on a daily basis. The Business Administrator and Director of Facilities will oversee their daily tasks which include cleaning as per health guidelines provided. Projects include the disinfection of all surfaces, especially in high traffic areas, as well as proactive work in preparation for the return of students and staff. Schedules may be modified and social distancing may be implemented depending on the severity of the health situation.

Other Considerations

Accelerated Learning Opportunities, Title I Extended Learning Programs, Other Extended Learning Opportunities and Extra-Curricular Programs: Students will continue to attend our Red Raider University virtually for additional support and learning acceleration. Students will have the opportunity to continue refining their ELA, Math, Science, and Social Studies skills while also integrating STEAM and SEL activities into their day. During a remote closure, clubs at [KHS](#) and [Central](#) will meet virtually. Advisors will inform students and their families of meeting schedules and Google Meet links. Athletic schedules will be modified based on the severity of the health related closure.

Social and Emotional Support for Students and Staff: Counselors, Nurses, Child Study Team members, Director of School Counseling and the Director of Special Education will be available to support all students and families in need. This will be done virtually or in-person depending on the health situation and what is permissible. All teachers will dedicate a part of their daily instruction for SEL including check-ins, Morning Meeting, etc. Staff will be asked to share any red flags with the appropriate personnel. Outside providers will be contacted should a situation require outside sources. Staff will be provided SEL support through our partnership with Integrated Care Concepts and The Community YMCA.

Credit Recovery will be offered to students who have not attained the required credits as per policy 5460.

Transportation is not provided by the district unless the child has an IEP or attends a vocational school.

Childcare & Community Programming: We will share a list of community organizations that offer childcare and community programming during the closure via our website and School Messenger.

Essential Employees

1. [Dr. Lisa Savoia](#) Superintendent of Schools
2. [Ms. Meagan Drapkin](#) Director of Curriculum & Instruction
3. [Mr. Michael Waters](#) KHS Principal
4. [Mr. Kevin Flynn](#) Central School Principal
5. [Mrs. Noemi Vazquez](#) Central School Vice Principal
6. [Ms. Jennifer Peirson](#) Director of School Counseling
7. [Mr. Erik Mammano](#) Director of Special Services
8. [Ms. Nicole Apruzzese](#) Supervisor of Mathematics & Athletic Director
9. [Mrs. Stephanie Woit](#) Supervisor of Language Arts
10. [Mr. Pablo Guevara](#) Director of Technology
11. [Mr. Anthony Rapolla](#) Business Administrator
12. [Mr. Dylan Borders](#) Supervisor of Facilities
13. All Custodial and Maintenance Staff
14. All School Counselors, Nurses and Child Study Team Members
15. All Food Service Employees