

Keyport School District Remote Instruction Plan



**Learners Today.....Leaders Tomorrow
BOE Approved 10-20-21**

I. 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.

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 will support the continued navigation of COVID-19, as well as any unforeseen public-health related need for district closure.

II. Equitable Access to Instruction for All Learners

Remote instruction will be provided to students in the academic areas of ELA, Math, Science, Social Studies, Health, as well as, 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.

Since the district utilized a technology survey in 2020 to assess student access to devices and the Internet much work has been done. Keyport Public Schools is now a 1:1 district for all students K-12. Students in grades 6-12 bring their devices to and from school on a daily basis.

Students in Pre-K utilize desktop devices in their classrooms and students in grades K-5 store their devices in a charging cart within the school. In the event of a closure, students in grades Pre-K to 5 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 a hot spot or information on how to obtain access to the Internet.

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. Our covid-19@kpsdschools.org email address will remain in place for the 2021-2022 school year. 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:



1. School Day

Full Day Schedule

KHS

HR	7:50	7:58
1	8:01	9:23
2	9:26	10:48
Lunch A	10:51	11:21
3AB	10:51	12:13
3A	10:51	11:32
Lunch B	11:33	12:03
3C	12:05	12:46
Lunch C	12:16	12:46
3BC	11:24	12:46
4	12:49	2:11
A.S.	2:14	2:34

CENTRAL SCHOOL

Full Day & PSD 3 PK (Starting Period 5- 11:52-3:04)

PERIOD/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM HR-8:30-8:40					
1-8:40-9:25					
2-9:28-10:13					
3-10:16-11:01					
4-11:04-11:49					
5-11:52-12:37	PSD3				
6-12:40-1:25	PSD3				
7-1:28-2:13	PSD3				
8-2:16-3:01	PSD3				
PM HR-3:01-3:04					



Early Dismissal/Delayed Opening Schedule

KHS

HR	7:50	7:55		HR	9:50	9:57
1	7:57	8:53		1	10:00	10:58
2	8:55	9:51		2	11:01	11:59
3CDE	9:53	10:49		OPEN LUNCH	12:02	12:32
Open Lunch	10:51	11:21		3CDE	12:35	1:33
4	11:24	12:20		4	1:36	2:34

Central School

Early Dismissal & PSD 3 PK (Starting Period 5- 10:37-12:35)

Delayed Opening & PSD 3 PK (Starting Period 5- 12:48-3:04)

AM HR	8:30	8:35	Lunch		AM HR	10:30	10:35
1	8:38	9:08			1	10:40	11:10
2	9:10	9:40			2	11:12	11:42
3	9:42	10:12	1&2		3	11:44	12:14
4	10:14	10:44	5&6		4	12:16	12:46
5	10:46	11:16	3&4		5	12:48	1:18
6	11:18	11:48	7&8		6	1:20	1:50
7	11:50	12:20	Special 2		7	1:52	2:22
8	12:22	12:52			8	2:24	2:54
PM HR	12:55	1:00			PM HR	2:56	3:04



2. Instructional Program

Plan for Remote Learning Days

- 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 log in and learn virtually from home, and 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.



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	Notes
Big Ideas Math	Math - HS	9-12	
BrainPop	Phys-ed, ELA, Math, Science, Social Studies, Art, Music	K-5	
Clever		K-12 (*used primarily K-5)	*Teacher's create pages where students have access to all resources and materials. This is our main hub with links to all platforms.
EDpuzzle	All	4-8	
ESL Library	All	ESL Teachers (K-12)	
Gizmos	Math and Science	K-12	
i-Ready Diagnostic	ELA and Math	K-8	
i-Ready Instruction	ELA and Math	K-8	
IXL	ELA and Math	9-12, 6-8 Special Ed	*Diagnostic, targeted skills practice
Mystery Science	Science	K-5	
Nearpod	All	K-12	*Standards-aligned, interactive lessons
Newsela	ELA, Science, SS, History	4-12	
RAZ Kids	Language Arts	K-2 & ALL LLD/MD/BIL	
Reading A-Z	Language Arts	K-8& ALL LLD/MD/BIL	
Remind		All	
Screencastify	All	Admin and teachers	
Seesaw	Interactive Flip Classroom	K-2	
Smore	All	Admin, teachers	*Newsletter that staff can put out with resources
StudySync	Language Arts	9-12	

*** Many of these resources can be accessed through Clever. Students should visit their Clever page to login to their accounts.***



Provisions for Special Education (504s & Individual Education Plans) & Related Services for Students with Disabilities

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.

ESL

ESL services are provided through a Sheltered Instruction model. The ELLs are placed in a classroom with teachers that are Sheltered Instruction trained. 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.

Technology

The district is committed to the creation of a technological foundation that provides equal access to technology for our staff and students. The district has provided Chromebooks to all students in grades 4-12 to take to and from school. Students in grades Pre-K to 3 have individual Chromebook carts in their classrooms for daily use. A [technology survey](#) has been created and distributed to students in grades Pre-K to 3 in order to assess the need for hardware and internet access in the event an emergency closure is required. Distribution in the event of an emergency closure will occur on the first day that the closure is required in order to ensure that they are prepared for remote learning. Additional surveys will be sent out periodically to monitor any changes to access for all students.

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.

School Day Attendance

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. Virtual sessions will count toward the student's participation grade.

After School

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.

Clubs & Athletics

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.

Important Contacts & Communication Tools

General questions	covid-19@kpsdschools.org
Food Service Questions	info@maschiofood.com
Technology Needs	Technology Issue? Submit a request!
Social Media	Twitter Facebook Instagram

Dr. Lisa Savoia	Superintendent of Schools
Ms. Meagan Drapkin	Director of Curriculum & Instruction
Mr. Michael Waters	KHS Principal
Mr. Kevin Flynn	Central School Principal
Mrs. Noemi Vazquez	Central School Vice Principal
Mr. Joseph Palumbo	Director of School Counseling
Mr. Erik Mammano	Director of Special Services
Ms. Nicole Apruzzese	Supervisor of Mathematics & Athletic Director
Mrs. Stephanie Voit	Supervisor of Language Arts
Mr. Pablo Guevara	Director of Technology
Mr. Anthony Rapolla	Business Administrator
Mr. Dylan Borders	Supervisor of Facilities



III. Provisions for School Nutrition

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. On Thursdays meals will be provided for Friday and the weekend. Families will receive reminders of scheduled pick up times.

