OCEAN CITY SCHOOL DISTRICT REMOTE LEARNING PLAN OVERVIEW

2021-22

OCEAN CITY SCHOOL DISTRICT

501 Atlantic Avenue
Ocean City, NJ
0 8 2 2 6

Overview:

Goal & Vision:
- To explore an educational structure that moves beyond just the four walls of the current classroom to a truly global 21st century learning environment
- To allow teachers and students to explore new methods of instructional pedagogy and learning while simultaneously building a foundation that leads directly to college and career readiness in the 21st century
- To provide high quality professional development for not only the staff, but for the students as well
- To incorporate ongoing assessments of progress to ensure that students are progressing at an appropriate level
- To reshape the way that we view pedagogy and education (as a whole), for tomorrow and beyond

Guiding principles:
- Students will follow their 2021-22 schedule to ensure continuity of learning and pacing of the curriculum.
- Technology enables customized learning
- Ongoing Formative Assessments produce data to inform the instruction
- Students receive the same material in different ways to accommodate distinct learning styles
- Teachers instruct in small groups

Communication:
The District will communicate expectations and other pertinent information with our parents, families, and students. The District will utilize our webpage (www.oceancityschools.org), our social media accounts (Facebook and Twitter) and our mass communication system (Swift K-12) to communicate with our community.

Description of Program:
OCSD will accommodate educators providing remote instruction in a way that allows students to meet their required instructional hours for the day, and which may also include remote students completing independent work while students in the classroom receive instruction.

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Educational Expectations and Protocols:
Schedules for remote learning days will be communicated by the student's teachers. Schedules will include protocols for hosting regular class meetings for whole group/small group instruction in a synchronous setting and posting class meetings for group instruction in an asynchronous setting.

Curriculum and Instruction

Curriculum Expectations
The remote learning day curriculum will strictly align with the OCSD curriculum for in-person instructional days for all content areas. Per definition the curriculum outlines a framework for *WHAT* to teach; not *HOW* it is going to be taught.

The OCSD curriculum and pacing documents guide instruction by identifying what students should know, and are able to do within each content area and/or grade level. The curriculum is developed by first understanding the state standards. The New Jersey Student Learning Standards are guidelines that ensure consistency across the state for each content area and grade level. Teachers receive training on how to analyze and implement the expectations of these standards.

What will the curriculum look like when students are learning in a remote environment?

The curriculum, or the roadmap to the New Jersey Student Learning Standards , doesn't change based on the modality of instruction. For example, NJSLS 4th grade math standard 4.OA indicates the following: *Students will Use the four operations with whole numbers to solve problems.* This would remain a learning target for all 4th graders regardless of whether students are learning online or in person. Students will receive instruction on this concept and are expected to develop mastery of this concept through skill based assessment.

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Student Protocols for Remote Learning: (PREK-3)

My responsibilities as an Ocean City School District student when I am learning Online	
Achievement	- Be online and on time for my Video Conference session/Scheduled session - Submit all learning tasks - Check Powerschool everyday - Communicate with my teacher daily
Respect	- Only turn my microphone on when I am asked to speak or when responding to questions. - Wake up and get dressed for school. Your brain will know you are ready to learn! - I will not talk when others are talking. Waiting my turn is important so that we all can learn!
Commitment	- I am up and dressed for school. - I ate a good breakfast. - I have all of my materials ready to learn. - I found a quiet place to work, free from distractions. - I will complete all online and offline learning tasks - I will let my teacher know if I need help. - I will work hard to focus and pay attention during my online learning sessions.
Community	- I will engage in online learning. - I will be kind and wait my turn. - I will remember to be patient with my family/carers; they may be feeling anxious too. - I will be patient with my teachers as online teaching is a learning process for all. - I will be patient but also alert the teacher to ways in which my needs can be better met.

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Student Protocols for Remote Learning: (4-12)

My responsibilities as an Ocean City School District student when I am learning Online	
Achievement	- Be online and on time for my Video Conference session /Scheduled session - Submit all learning tasks - Check Powerschool everyday - Communicate with my teacher daily
Respect	- Only turn my microphone on when I am asked to speak or when responding to questions. - Wake up and get dressed for school. Your brain will know you are ready to learn! - Keep my online chat focused on the learning. Ensure chat is respectful of all participants. - Keep my mobile phone off and away from me while I am learning online.
Commitment	- Complete all online and offline learning tasks - Request additional help if needed. - If I have technical issues I am going to email my teacher and find out what I missed. - Single task focus during online lessons. I will not chat, game or check social media while trying to do my schoolwork.
Community	- Contribute to online discussions - Offer support and assistance to my peers. - Remember to be patient with my family/carers; they may be feeling anxious too. - Join in and contribute to forum style activities - Be patient with my teachers as online teaching is a learning process for all. - Be patient but also alert the teacher to ways in which your needs can be better met.

Family Protocols and Tips for Remote Learning in Your Home:

Tips for Online Learning in Your Home	
Create an Optimal Learning Environment	Designate a learning space that is distraction-free, and allows your student to access books, take notes, etc.

Begin/End each day with a check-in	● Discuss what your student is learning and ask questions, like:
	  ○ What are you learning today?
	  ○ How will you spend your time?
	  ○ What project are you working on? What are you learning?
	  ○ What resources do you require?
	  ○ How can I help?
	● For younger children: Check off items as completed -- children love the sense of accomplishment!
	● Review if any of their teachers have office hours that day and write questions down together that may need to be answered.

Establish Routines and Expectations for Learning at Home	Establish routines, expectations, and a schedule. Remember it will take some time to adjust - be patient with one another. ● Balance screen time and non-screen time activities. ● Minimize distractions if possible. ● Remain mindful of your student's well-being. Establish times for quiet and reflection. ● Keep organized by reviewing with your child grade level assignment calendars and virtual learning platforms for updates and assignment due dates. ● Write down a schedule for each child (or if appropriate, have your child create a schedule) with built-in breaks for snacks, outdoor movement/ exercise, rest, and play. ● Check off items as completed -- younger children love the sense of accomplishment and might also be motivated by short goals. ● Maintain regular sleep routines and wake times. ● One challenge for families with multiple children will be how to manage all of their children's needs. There may be times when siblings need to work in different rooms to avoid distractions. Headphones can be a great tool to help learners focus and avoid distractions. ● Depending on the devices available in your home you may need to stagger the online work time for each child

Encourage exercise, creativity, and connections	Take brain breaks for physical activity, fresh air, creativity, and connection. Encourage your students to maintain safe connections with peers and families to promote social and emotional well-being.
Use Technology Responsibly	When completing work online, joining video calls, and/or participating in virtual discussions, students should be sure to: ● Use respectful behavior and language. ● Stick to appropriate topic discussions. ● Send only appropriate video transmissions. ● Use only the appropriate icon, emoji, and avatar submissions. ● Wear school appropriate clothing if attending meetings via video. ● Be honest and use academic integrity by not plagiarizing or copying others' work ● Not falsify information about oneself or impersonate others online. ● Follow norms and expectations shared by teachers

Technology and IT Support

Technology

Powerschool will be the district's platform for remote learning. Class pages can be accessed by going to ocsdnj.schoology.com. This will be the location for all communication with students receiving remote instruction during the 2021-22 school year. Parents have access to grades, attendance, and schedules through ocsdnj.powerschool.com. Parents can set up an account for Schoology but will need to request the access code for their student by contacting the teacher.

In order to engage in a remote instruction environment, students will need to have an appropriate device and a reliable home internet connection. Xfinity has previously provided free WiFi for everyone. Xfinity WiFi hotspots across the country were available to those in need for free, including non-Xfinity customers. The District cannot guarantee that this will continue to be available. The District would like to share that Xfinity is offering two months of free service for qualified new customers (https://www.internetessentials.com/).

The district provides a Chromebook for each student through our one-to-one device initiative. All parents must complete an online form request to enable their student to bring the district-owned Chromebook home from school. That form is available through the parent's PowerSchool account and directions and an instructional video are available on the District's website. Chromebooks for

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Primary and Intermediate School students are issued directly to the child's homeroom teacher and those devices will stay in school. Only students with a completed parental form and permission to bring the device home will be able to do so. High School students will take full ownership of the device.

Please know that the home will have to be equipped with wireless internet access in order to utilize the Chromebook. Parents/guardians assume any responsibility for the Chromebook, including remuneration for lost or damaged devices. Devices are only to be used by students and only as necessary to complete school assignments.

Our Chromebooks are equipped with important software and tools students will need to participate in learning and assessments as well as additional security features. One of the biggest concerns for parents and teachers is ensuring the safety of students online and making sure students are actively engaged in class. All District managed Chromebooks have software that allows teachers to monitor student screens, turn screens off in order to minimize distractions, and project student work to the front of the room.

- The integration of Chromebooks and Google Apps makes for seamless access to student resources.
- Chromebooks provide teaching and learning benefits of computers without the typical distractions that come with personally owned devices. Each Chromebook is managed by the district.
- They boot in seconds and resume instantly - eliminating wasted class time found with a personally owned device's startup and connection.
- Long battery life (8-9 hours) means Chromebooks last an entire school day.
- It's easy to connect a Chromebook anytime and anywhere with built-in Wi-Fi. Applications, schoolwork, and settings are stored in the cloud and are available anywhere the student has Internet access.
- There is no special training required: if you know how to use the Web, you know how to use a Chromebook.

Please refer to the Policy Information Links, found below, to review applicable policies and responsibilities for students and parents/guardians. The rules below are policy summaries and recommendations to best provide you with a quick reference.

Overview
- All use of technology must:
  - Support learning.
  - Follow local, state, and federal laws.

- ○ Be school appropriate.
- Security Reminders:
  - ○ Do not share logins or passwords.
  - ○ Exception: students should share passwords with parents or guardians.
  - ○ Follow internet safety guidelines.

Caring For the Device
- The device is district property, and all users must follow all district and school policies and procedures.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- **Students are responsible for arriving at school with a fully charged device.**
- Damaged devices or devices failing to operate properly must be reported to OCSD Technology [Help Desk](#) for evaluation and/or repair.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, unsupervised area or in extreme temperatures.
- Only labels, decals, stickers approved by OCSD may be applied to the device.

Care of Device at Home
- The power cord/charger should remain at home.
- Charge the device fully each night.
- Use the device in a common room at home.
- Store the device on a desk or table - never on the floor!
- Protect the device from:
  - ○ Extreme heat or cold.
  - ○ Food and drinks.
  - ○ Small children.
  - ○ Pets.
- Do not leave the device in a vehicle.
- In case of theft, please report theft immediately to the building principal.

Technology Discipline
Most tech-related behavior violations are equivalent to "traditional" classroom violations:
- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.

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- Cutting and pasting without citing sources or putting it into your own
  words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or charger is equivalent to vandalism or property
  damage.

The discipline policies at each school encompass the 1:1 environment. Please reference the materials specific to each school or contact the school directly for more information.

The one-to-one Chromebook initiative follows board policies regarding student use of technology and the use of their own devices in school. Below is the list of these policies (click the title/link to view):

Policy Information:
- School District Provided Technology Devices to Pupils - Policy 7523
- Use of Technology - Policy 2360
- Acceptable Use of Computer Networks/Computer & Resources - Policy 2361
- Information from Comcast Regarding Accessibility Support for Customers with Disabilities

We also understand that issues can arise. Should assistance be needed, please contact the Ocean City School District's Technology Help Desk by emailing questions or issues to help@ocsdnjathome.on.spiceworks.com. This will generate a ticket in our system and one of our support team members will respond as quickly as possible. Please make sure that you include the student's name or ID number, your email address, and your phone number in all messages. If you are unable to reach us by email, you can call and leave a message at (609) 399-1290 ext. 1234.

Food Service and Distribution
District Food Services personnel will coordinate with families affected by individual quarantine status during the 2021-22 school year and schedule individual meal deliveries/pickups.

In the event of a full-school closure, the district will revisit protocols from the 2020-21 school year for meal distribution.

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Contact information:

Building Support
Primary School Principal: Dr. Cathleen Smith
Intermediate School Principal: Mr. Michael Mattina
High School Principal: Mr. Mark Napoleon

District Support
Director of Academic Services: Mr. Curt Nath
Director of Student Services: Dr. Lauren Gunther
Supervisor of Special Education: Ms. Anne Marie Wagner-Fehn