

HYBRID & VIRTUAL INSTRUCTION HANDBOOK

**TABERNACLE TOWNSHIP
PUBLIC SCHOOLS
2020-2021**



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Tabernacle Hybrid & Virtual Instruction Handbook**

*All expectations will be communicated with students and parents prior to the first day of school.

STUDENT RESPONSIBILITIES

General:

- Students are responsible for arriving at all classes with a charged device (both virtual and in-person).
- Headphones are required.
- Students are recommended to bring an extra clean mask with them each day.
- Attendance will be taken for all class meetings, both virtual and in-person. All school attendance policies apply to both virtual and in-school classes, including situations in which students do not return to class.
- Students will review the hybrid and remote learning schedules.
- Students must use their school email and credentials for all academic endeavors.
- Academic integrity will be expected and enforced through all classes.

Virtual Instruction

General:

- Students will gather all materials needed for class.
- Students will dress appropriately as if they are attending an in-person class.
- Students will locate a quiet space to work/listen to the lesson.
- Student backgrounds must be appropriate.
- Student avatars must be appropriate.

During the School Day:

- Students must check in within forty-five minutes of their start time. Students must sign in through a daily Google Form and check-in daily with their assigned staff member through Google Meet.
 - Grades pK-5 - check-in between 8:45 AM - 9:30 AM
 - Grades 6-8 - check-in between 8:00 AM- 8:45 AM
- Students must check their Gmail and Google Classrooms throughout the day.
- Students will follow a flipped classroom model. The flipped classroom approach is defined by students receiving instruction through tutorials and videos independently while class time is focused on collaboration, individualization, small group instruction, and practice.
- Students will complete the activities posted in Google Classroom and follow the virtual schedule.
- Students will have synchronous learning in the afternoon with their classroom teacher.
- Students will have the opportunity to check-in with teachers throughout the day for additional support.
- Students will be assigned a virtual related arts class.
- Students will have a synchronous physical education class each Friday.
- Students will mute themselves during all video chats when they are not speaking.
- Students will follow proper digital etiquette and citizenship throughout the school day.

Virtual Learning Etiquette
Google Meet

 **Google Meet Etiquette**

<h3>BE ON TIME</h3>  <p>Allow yourself time to wake up & get ready</p> <p>Charge your tech</p> <p>Be prepared</p>	<h3>PRESENTATION</h3> <p>Can we see you? Hear you?</p> <p><i>Miss your face!</i></p> <p>Are you in an open space in your home?</p> 
<h3>MUTE YOURSELF</h3> <p>If the teacher is teaching - mute your microphone</p> <p>(Helps cut down on extra noise!)</p> <p><i>is this thing on?</i></p> 	<h3>HEADPHONES</h3> <p>Use headphones if you have them</p> <p>(Makes it easier to hear and less disruptive to others in your home!)</p> 
<h3>CHAT RESPONSIBLY</h3> <p>Use the chat to type:</p> <p>? = I have a question</p> <p>! = I have something to share</p> <p>ME ME ME</p> 	<h3>PARTICIPATION</h3> <p>HEY, PAY ATTENTION!</p> <p>Be focused</p> <p>Be attentive</p> <p>Be kind</p> <p>Be an active participant</p> 

Google Classroom Etiquette



STAY ORGANIZED

Use the to-do list to check assignments and due dates

Check your calendar

Stay on top of tasks



HAVE A SCHEDULE

Have a routine

Work on a little bit every day

Take lunch breaks and body breaks



BE SMART ONLINE

Be digitally responsible

Keep your personal info private

Search "smart"



CHECK MESSAGES

Check the morning messages

Check the google classroom stream

Check your emails



CHAT RESPONSIBLY

Use private comments if it's specific to your work

Use the stream if everyone needs to see



ASK FOR HELP

Remember to:

Ask for help from your teacher if you are confused

Ask for help at home if you are able



In-Person Instruction

During Class:

- All students will wear their masks at all times. Masks must be appropriate according to the school dress code.
- All students will stay in their assigned seats.
- All students will remain social distancing at least six feet apart.
- Students may not touch others' belongings.
- Students may not circulate around the room without teacher permission.
- Students may not eat or drink in class. Kindergarten classes may eat a snack outside.
- Students must charge their device at night and bring a fully charged device to school.
- Students are not required to sign in virtually for additional synchronous sessions on in-person instruction days exceptions may apply for specialized student needs.
- Students are responsible to complete homework assignments when assigned.

TEACHER RESPONSIBILITIES

- All teachers will use Google Classroom for all classes.
- Teachers will post assignments in Google Classroom's "classwork" tab and will link assignments to their classroom calendars.
- Teachers will also communicate with students through Google Classroom's "stream" feature.
- Teachers will use Google Meet for synchronous instruction. The link will be clearly communicated on Google Classroom.
- Teachers will provide parents with the option to receive Google Classroom updates using the parent feature.
- Assignment due dates will be determined by teachers, but assignments must be due during traditional school hours.
- Teachers will utilize the flipped classroom teaching model.
- By the beginning of each week, teachers are recommended to provide a brief, user-friendly document or screencast to Google Classroom in order to communicate a weekly agenda or unit agenda, including reminders of meeting times.
- Teachers will establish routines for students in the classroom to ask private questions or extra-help questions without violating social-distance measures.
- The sharing of supplies between students should be restricted as much as possible.
- Teachers will have a designated time in the afternoon to check in with virtual students and provide office hours for students who need additional support.
- During office hours, teachers may provide extra help for students virtually and may also collaborate with colleagues.
- For Grades K-5, teachers will have each grade level teacher attached to their Google Classroom as additional teachers in case of the need for an emergency resource.
- For Grades 6-8, teachers will have the same subject and grade level teachers attached to their Google Classroom (example: all 6th grade Science teachers) as additional teachers in case of the need for an emergency resource. In cases where a teacher is the only one teaching a subject or grade level, administration will assign a backup teacher.
- All grade level teachers should communicate with CST, I&RS, BSI, and other related support service staff on a regular basis and provide access to daily and unit lesson plans for review and/or modification.

- Teachers can assign homework according to the district homework policy.

PARENT RESPONSIBILITIES

- Review work assigned to the student.
- Reserve a space for students to complete their work.
- Encourage students to get enough sleep.
- Set sensible time limits for technology use.
- Talk to students about their work and progress each day.
- Help students establish and follow regular daily routines.
- Communicate with teachers regarding student performance.
- Communicate with the district/school regarding technology needs.

ATTENDANCE

- Please see the District Attendance Policy.
- Parents are required to keep students home if they are exhibiting signs or symptoms of COVID-19.
- Please notify the school when you are keeping your child home.
- Virtual Learners:
 - All students are expected to check-in within the first forty-five minutes of their school day. For example, if you are grades K-5, you must check in by 9:30 am. If you are in grades 6-8, you must check in by 8:45 am.
 - Grades K-5: Students are required to check-in during the designated time in the afternoon provided by the teachers.
 - Grades 6-8: Students are required to check-in during their designated periods in the afternoon. A schedule will be provided.
 - All parents grades pK-8 must notify the school if their child will be absent, whether from in-person day or from remote classes.
 - If a virtual learning student is not checking-in after three days, the following steps will be taken to re-engage the student:
 - Step 1: Teacher will contact parents/guardians.
 - Step 2: Guidance/CST will contact the parents/guardians.
 - Step 3: Administration will make contact with the parents/guardians.
 - Step 4: A home visit and/or a DCP&P notification will be made.
- **Teachers**
 - All teachers grades pK-8 must take attendance at the beginning of the class.
 - Teachers must make the unique class link available to the respective class in their Google Classroom.

TECHNOLOGY

Students

- All students K-8 who need a device to use at home will be issued one.

- Loaned devices will have to come to school with students each day fully charged.
- All students (grade K-8) and parents/guardians of the students will be obligated to complete an Acceptable Use Permission Form (AUP) as outlined in the District Internet Policy and mandated by regulation/CIPA. The AUP's will be filed in the student cumulative folder.
- The district recommends and approves software based on appropriateness of content, grade level, and degree of higher order thinking skills.

Teachers

- Teachers will be obligated to complete an Acceptable Use Permission Form (AUP) as outlined in the District Internet Policy and mandated by regulation/CIPA.
- The district recommends and approves software based on appropriateness of content, grade level, and degree of higher order thinking skills.
- Teachers are to maintain their Google Classrooms and websites for their classrooms.

CODE OF CONDUCT

- All students are expected to adhere to the District Codes-of-Conduct and Building Expectations outlined in each school's Student Handbook, regardless of the learning format, whether the student is in-person in the classroom, remote with live synchronous learning (i.e. class Google Meet with teacher), or remote without live learning (i.e. working in Google Classroom with pre-recorded lessons).
- Students are expected to adhere to the norms and guidelines for remote learning, which includes remote with live synchronous learning (i.e. class Google Meet with teacher), and remote without live learning (i.e. working in Google Classroom with pre-recorded lessons):
 - Be respectful of everyone's privacy and feelings of adults and students
 - Be on time
 - Be prepared
 - Chat responsibly
 - Refrain from inappropriate language and actions.
 - Media Use
 - Webcams are to be used for educational purposes only, under the direction of a teacher.
 - While class is in session movies and videos are to be accessed for educational purposes only, under the direction of a teacher.
 - Online gaming is not allowed during school hours unless it has been assigned by a teacher. All games must be in support of education.
 - Taking screenshots or screen recordings of virtual classrooms is prohibited without permission from the teacher and class members.
- Procedures for staff with respect to reporting/handling student inappropriate behavior during synchronous instruction:
 - Students will be muted if talking out of turn.
 - Students who continue to violate the guidelines will be removed from the lesson.
 - Building Administration will be notified via email

- Parents will be notified
 - Initial contact by teacher
 - Subsequent contact by building administrator

- Procedures for staff with respect to reporting/handling student inappropriate behavior through Google Classroom:
 - Students will be muted on Google Classroom.
 - Building Administration will be notified via email
 - Parents will be notified
 - Initial contact by teacher
 - Subsequent contact by building administrator