INSTRUCTIONAL PROGRAM AND PROCEDURES CHANGES
FOR APRIL 12
UPDATES FOR CLASSROOM TEACHERS K-5

K-2 STAFF

We have been preparing for the students and teachers who will be fully remote, and we want to make you aware of a few ways that this will affect you. We have decided to leave all remote students on your classroom roster in PowerSchool, even if they are remote. This will make several things easier for everyone:

- If students need to switch from remote to in-person or visa-versa, it is a simple adjustment.
- Students will not need new logins or QR codes.
- Students will feel more connected to the rest of the class.
- Managing access to programs like Seesaw, Schoology, ClassLink, etc. will be much simpler.

📌 MORNING MEETING / SEL WITH ALL STUDENTS

In grades K-2 our remote students will join the class daily for a live morning meeting, led by the classroom teacher. All students will participate in SEL/Positivity Project lessons during this time. The remote students will access the teacher's link, while the classroom teacher uses the camera to allow students to see their peers and participate in the lesson/activity.   This is an opportunity for remote students to remain connected with their former classmates.

The morning meeting live schedule is listed below:
- Early Schools - 9:15 a.m. - 9:35 a.m.
- Late Schools - 9:40 a.m. - 10:00 a.m.

📌 REMOTE STUDENT ATTENDANCE

The classroom teacher will also take attendance for all remote students during the morning meeting/SEL session. Students will be recorded as Distance Learning Present (DLP) or Distance Learning Absent (DLA).

📌 REMOTE STUDENT GRADING

The classroom teacher will complete third marking period grades for their remote learners. The third marking period ends on April 13th; therefore, the classroom teacher is responsible for evaluating and recording all student ratings in PowerSchool for the third marking period.

Although the remote teacher is responsible for evaluating and keeping records of progress for fourth marking period, the classroom teacher will need to enter the remote students' grades into PowerSchool. The remote teachers will provide the classroom teachers with the ratings (B, D, S) and comments for their assigned remote students.

📌 **REMOTE STUDENT SCHEDULE**

After the class morning meeting, remote students will meet virtually with their assigned remote teacher(s) for the remainder of the day while the in-person students participate in lessons with their classroom teachers. Within Schoology, there is a folder, "Links to Meetings with Teachers" where remote students will access their live instructional links. Remote students will follow the special area remote student schedule to complete their asynchronous work from Schoology.

- Monday - Art
- Tuesday - Music
- Wednesday - Physical Education
- Thursday - Digital Literacy
- Friday – Library

📌 **REMOTE STUDENT FOLDERS**

Remote teachers will create a black "Remote Student Folder" within the classroom teachers' Schoology and Seesaw sites. This is where the remote teacher will communicate the daily plan and related activities and assignments. If any of your students need to quarantine for an extended period of time, please inform the principal. Upon administrator approval, those students will be directed to the "Remote Student Folder" and instructed by the remote teachers during the quarantine period. Upon return, they will resume in-person learning with the classroom teacher's original class.

🎯 **SEESAW FOR REMOTE STUDENTS**

In an effort to provide the best experience for the student user, classroom teachers will need to alter how they assign Seesaw activities to in-person learners. ==**CLASSROOM TEACHERS NEED TO SELECT ONLY IN-PERSON STUDENTS FOR ALL SEESAW ASSIGNMENTS**==. Classroom teachers may "select all" and then uncheck the remote students. You may also use Edit Students, and/or your folders if you use them, and be careful to only assign work to your in-person students. Otherwise, the remote learners will receive these assignments and our remote students will be confused.

The reverse process also needs to be followed for all remote teachers. Remote Teachers who will be teaching students from your homeroom will now appear as co-teachers in your Seesaw accounts. They will create a black folder with their name that will be used exclusively for their remote students. When they assign work, they will select "Edit Students and Edit Folders" to make sure that their work is all assigned and collected in that black folder. They will not touch, grade, edit, etc. any of your Seesaw work. We have already met with remote teachers and taught them how to set this up It is imperative that this process is followed to avoid confusion and overlapping assignments within the platform.

📌 **REMOTE STUDENT QR CODES**

Remote students will use their same QR codes to access applications through ClassLink.

📌 **TCI, ConnectED, etc.**

Remote teachers will have their own access to additional programs like these so that they can create their own learning activities.

📌 **SCHOOLOGY**

Remote teachers who will be teaching students from your homeroom will now appear as co-admins in your Schoology AM Attendance. Once again, they will create a black folder at the very bottom of your Schoology page, and it will be used exclusively for their remote students. When they assign work, they will put all materials in that black folder, and they have been taught how to "edit students" so that everything posted here goes only to their remote students. We have already met with remote teachers and taught them how to set this up.

Classroom teachers will not need to change the way you do anything in Schoology. The remote teachers will teach their students to ignore everything else on the page and always only go to the black folder to see daily learning plans and WebEx or Teams meeting links.

📌 **LESSON PLANS**
Many teachers are asking if they have flexibility in changing lessons from those posted in the Schoology Grade Level Lesson Plan Folders. K-2 teacher's lesson plans should match instruction, although they can stretch and change lessons as long as the weekly pacing stays the same. This will be a tremendous help as students need to quarantine or return from remote instruction to in-person learning.

What are the lesson plan requirements?

The PLC teams will continue to provide guidance and support teachers with the implementation of daily lessons. The expectation for each PLC team is to continue to review the curriculum guides and provide all teachers weekly lessons, posting information on the WTPS grade specific Schoology site.

Daily lessons posted by PLC teams on Schoology should include the following:
- Learning Objectives/Focus of the Lesson
- Resources
- Learning Activities
- Assessment/Exit Ticket

The "Weekly Lesson Plans" folder within the WTPS grade specific Schoology site has been updated to reflect this expectation.

3-5 STAFF

📌 **REMOTE LEARNER CHANGES**
Since remote learners in grades 3-5 will continue to connect virtually with their teachers, the only change to our current procedures includes the allotted time for live instruction and the way we confer with our ELA students.

📌 **LIVE INSTRUCTION MINUTES (BEGINNING ON APRIL 26)**
Previous communication limited daily LIVE instruction to 2.5 hours. However, as we transition to full days on **April 26**, please follow the following guidelines.
- ELA - Minimum of 90 minutes
- Math – Minimum of 45 minutes
- Social Studies – Minimum of 45 minutes

The 2.5 hour maximum of live instruction per day is no longer in effect.

📌**IDR WITH IN-PERSON AND REMOTE LEARNERS (BEGINNING ON APRIL 26)**
When developing lessons and pacing guides, ELA PLC teams should be cognizant of dedicated daily time to confer with students. ELA teachers should create a schedule rotation to confer with in-person and individual remote students. Confer with one remote student immediately at the beginning of IDR time. The remaining remote learners, who do not have a scheduled conference, should log off and read independently from home. After completing the remote student conference, then confer individually with in-person students.

*Documents created to assist Grades 3,4,5 teachers in connecting NJSLS to report card items are posted in the updates of your Schoology *WTPS Grade Level Resources Group.*

K-5 STAFF

Please prepare for our next remote learner pick-up. These materials should already be available for our in-person learners. Each school will schedule a day for remote students to pick up these items.

	Writing	ELA	Math	Science	Social Studies
Kindergarten	Writing Booklets	Fundations writing paper Check-in booklets	none	-1 plastic cup -1 cup soil in a sandwich ziploc bag -4 flower or grass seeds in a baggie.	none
Grade 1	Writing Booklets	Fundations writing paper Check-in booklets	none	none	none
Grade 2	Writing Booklets	Fundations writing paper Check-in booklets	none	-2 clear plastic cups (labeled SUNLIGHT and NO SUNLIGHT) -6 Radish seeds in a baggie -Baggie with a cup of potting soil.	none
Grade 3	none	2 Wit core text: -Tea -Grandfather's Journey -Module 3 Workbook	none	none	NJ Packet
Grade 4	none	3 Wit core text: -George vs. George -Colonial Times -Woods Runner -Module 3 Workbook	Protractor	none	none
Grade 5	none	2 Wit core text: -The River Between Us -The Boy's War -Module 3 Workbook	none	none	none