

Pittsgrove Township School District

COVID-19

Student/Parent Handbook



2020-2021 School Year

DISCLAIMER

The COVID -19 pandemic situation is fluid, and related information and data changes rapidly. The information contained within this handbook is subject to change based on updated CDC guidance, NJDOE, and NJDOH information and requirements.

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ATTENDANCE

Daily Attendance (Virtual Days)

Grades PK-12: On the three virtual days of instruction, under the Phase-In (Hybrid) Model, the students will be required to complete an *Attendance Assignment* for each content/subject area by the end of the day (11:59 p.m.), in order to be counted as present for a full school day.

At the elementary level (K-4), *Attendance Assignments* will focus on ELA and Math. At the PreK level, there will be one *Attendance Assignment* for the day.

The *Attendance Assignment* is directly connected to the lesson for the day and is a way for the teacher to track student progress for learning for that day. Students will have an *Attendance*

Assignment for each subject/content area class. Student completion of assessments, assignments and projects, to ensure the student is progressing through the course, is also a measure of attendance.

Daily Attendance (In-Person Days)

No changes to the policies and procedures as outlined in our Student Handbook. Attendance is reported on our PowerSchool platform. We encourage students who are sick to stay home and not to attend school.

Exhaustion of Parent Excused Requests will be reviewed on a case-by-case basis in consultation with our School Nurse. If a student has been sent home by the School Nurse with presenting symptoms, the student will be issued an “Excused Absence--Nurse Excused” for the period of time determined necessary by our School Nurse. Return to school, after an extended absence due to symptomatic leave, will be permitted without a doctor’s note, at the direction of the school nurse and/or school physician. The School Nurse will handle notification to the attendance secretary for absences taken at her discretion.

Perfect Attendance - Pertains to Grades 5-12

Perfect Attendance will not be awarded during the 2020-2021 school year. We are encouraging students to remain home on days that they feel ill. We do not want students obligated in any way to attend school when not feeling well.

COMMUNICATION

Communication Tool	Purpose	How to Access the Tool
PTSD Website	To provide updated information regarding the continuing education plan, announcements, resources, and access to individual school websites.	www.pittsgrove.net

PTSD School Facebook Pages	To provide updated information regarding the continuing education plan, announcements and resources.	Facebook search "Pittsgrove Schools." Each school has a Facebook page connected to the district's main page.
School Messenger District Phone Calls and Emails	To provide updated information regarding the continuing education plan, announcements and resources.	PTSD will send messages to the telephone number and email addresses on file for the student's parent/ guardian. Please make sure your telephone number(s) and email address(es) are correct and current. Also, please be sure to check that your service provider is not sending our messages to a SPAM or Junk folder or blocking our emails.
Class Dojo	ClassDojo is a communication platform that helps educators reach students and parents through photos, videos, and messages. This tool is used primarily at the PreK-4 levels.	Students are provided a class code needed to subscribe to the Class Dojo group. Subscriptions can be via email or text.
Clever	To provide a single sign-on to all learning and communication platforms.	No action necessary. Clever will be phased in at the elementary levels first in September.
Communication Tool	Purpose	How to Access the Tool
Google Classroom (Grades 3-12)	The classroom space where the teacher places the lessons, the assignments, the assessments and the announcements.	Students will be emailed their teachers' class codes to join the Google Classroom.

<p>Google Meet</p>	<p>This tool will allow you to communicate directly with your child’s teacher, and for your child to attend instructional sessions “live.”</p>	<p>In order to utilize <i>Google Meet</i>, the user has to establish/sign-in through a Google account. Google Meet can be accessed through gmail, calendar, Google Classroom or the <i>Meet APP</i> for iPhone, iPad, or android devices.</p>
<p>Remind</p>	<p>Remind is a communication platform that helps educators reach students and parents via text message. This communication method is used primarily at the 5-12 levels.</p>	<p>Students are provided a class code needed to subscribe to the Remind group. Subscriptions can be via email or text.</p>
<p>SeeSaw (PK-2)</p>	<p>The classroom space where the teacher places the lessons, the assignments and the assessments. Students will use creative tools within Seesaw to connect with their teachers and peers. Virtually and within the classroom, students will participate in engaging activities, while developing a digital portfolio.</p>	<p>Students will be emailed their teachers’ class codes to join the SeeSaw Classroom.</p>

DISCIPLINE

While operating our schools under our district’s Reopening Plan, possible disciplinary actions (i.e. lunch detentions, after-school detentions and In-School Suspension) may need to be modified to meet standards for social distancing and the changes to a school’s master schedule/school day. Therefore, upon issuing a disciplinary consequence, the Administration will inform the parent/guardian of what those adjustments may be and the expectations of the student while serving their consequence.

FACE COVERINGS

Face coverings are required for students, faculty and visitors at all times while in our school building. *Only individuals with documented, approved medical conditions are exempt from wearing a face covering.*

Acceptable face coverings/masks include - Surgical masks and cloth masks with ear loops. Face coverings must appropriately cover the nose and mouth at all times. Masks with exhalation valves or vents and cloth gaiter-style masks should NOT be worn and are NOT permissible face coverings in our schools.

If a student's face covering does not meet CDC Guidelines for Cloth Face Coverings, then a disposable face covering will be provided. Link: [CDC Guidelines for Cloth Face Coverings](#)

Face coverings are mandatory. It is a health and safety requirement that all students wear a face covering/mask throughout the day. **Those who refuse will be sent home and placed on a virtual program until they are able to comply with the rule.**

FACE COVERINGS AND DRESS CODE

Face coverings are considered an extension of the Pittsgrove Township School District Dress Code. As such, any material displayed on the face covering must abide by our assessment of appropriate dress, as noted in our Dress Code:

- Gaiter masks have been deemed unacceptable by the Pittsgrove Township school's physician.
- No double meanings or crude phrases, references to or direct display of profanity, sexual or violent activity, terroristic, racist or sexist symbols, or promotion of harmful and/or illegal substances – including alcohol and advertisements for taverns/bars.
- Any item of clothing (or jewelry) which depicts bias symbols or hate messages or is intended to harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation, and which, in the judgment of the administration, has substantial risk of creating a material disruption to the learning environment and/or school operation shall be prohibited.

A student's face covering in violation of the dress code will be given a disposable face covering to replace the face covering in violation. **Those who refuse will be sent home and placed on a**

virtual program until they are able to comply with the rule. The student will be required to sit in In-School Suspension or our Nurse's Isolation Room until a parent/guardian is available to pick them up. Repeated violations of the Face Covering Dress Code expectations will warrant more severe consequences, in addition to the requirement to change the face covering or being sent home.

FOOD SERVICE, SNACKS AND WATER BOTTLES

Norma - Students will be provided with bagged meals to be eaten in the classroom.

Elementary (EES, OES) - Students will be eating in the Cafeteria and/or the classroom. Access to the Cafeteria will be scheduled on a rotating basis. Bagged meals will be delivered to the classrooms, as needed.

Secondary (PTMS) - Students will be eating in the classrooms. If students plan to purchase lunch, Grab & Go stations will be set up in the Cafeteria, and students will return to their assigned classroom to eat their lunch.

It is important that all employees and children stay hydrated. Please be sure to send your child to school with a closed-top water bottle that has the child's first and last name written on it. Schools have bottle refill stations to refill the water bottle throughout the day. Water drinking fountains will be closed.

FREQUENTLY ASKED QUESTIONS

The Pittsgrove Twp. School District has compiled a list of Frequently Asked Questions (FAQs) in an effort to address questions, concerns and misconceptions about our Restart and Recovery Plan. For a plethora of informational topics, please visit our website and click on the FAQs.

http://www.pittsgrove.net/news/the_road_back

GRADING - STUDENT ACCOUNTABILITY

Grading procedures/expectations, as outlined in our Student Handbooks, will be in full effect. Spring 2020 was a time of transition for all (students and teachers); however, as we reopen school and start the 2020-2021 school year, teaching and learning will resume as normal (even in a hybrid schedule).

INSTRUCTIONAL PROGRAM

Key Instructional Terms

Asynchronous Instruction: Occurs remotely without real-time interaction

Synchronous Instruction: Remote education that happens in real time (live lessons/sessions on Google Meet or through Office Hours)

Hybrid In-Person/Virtual Learning

Days in the hybrid schedule that are reserved for students, by Cohort, to attend school in person two (2) days per week. Cohort A would report in person on Monday and Tuesday, and Cohort B would report in person on Thursday and Friday. On the other three days of the week, the students will learn virtually. Preschool will be attending in-person five days per week.

LINK: [Hybrid and Virtual Schedules - OES, PTMS & APSHS](#)

LINK: [Traditional and Virtual Schedules at Norma School \(PreK 3 & 4\)](#)

Wednesday Virtual Learning

Wednesdays in the hybrid schedule are reserved for a combination of synchronous and asynchronous instruction. Cohorts A, B, and C will all learn virtually on Wednesday.

All-Virtual Learning Option

This is a parent option, and students (designated as Cohort C) will engage in virtual synchronous and asynchronous instruction during the week. Each school will provide specific information to their All-Virtual Learning Option students.

Office Hours

Designated time in the hybrid schedule where teachers are available to all students virtually. Office Hours may be used for brief lesson review, to build rapport, and/or provide enrichment. Office Hour times will be communicated by the teachers through communication tools, such as Google Classroom, Remind, or Class Dojo.

INSIDE SEESAW AND GOOGLE CLASSROOM

Whether the student is accessing Seesaw or Google Classroom, the following will be present in both platforms. Contact information will be present in Class Dojo for elementary students (PreK-2).

- **Key Contact Information**
 - Teacher Name
 - Email/Phone
 - Information for Remind or Class Dojo (if used)
 - Office Hours
 - Reminder of where/how to access the Google Meet link

- **Virtual Lesson Format**
 - Learning Targets: Learning Goal, Essential Question, Learning Objective
 - Background Knowledge (What do you already know that will guide your new learning?)
 - Learn About It!
 - Practice It!
 - Check for Understanding
 - Extend
 - Attendance Assignment

*The lesson format above will help students in all learning modes: hybrid in-person or all virtual--as it creates an organized space to engage in learning.

TECHNOLOGY (Blended Learning - District 1:1 Technology Program)

DATA PRIVACY & SECURITY DURING REMOTE LEARNING

The Pittsgrove Township School District can only ensure the safety of your child's digital footprint and identity if he/she is using the district-approved applications listed above under "Communication." The use of any other websites/applications or social media platforms is at the discretion of the parent. We strongly encourage you to read the privacy policies of any non-district approved applications to ensure that your child's identity is properly protected. If you are unsure whether a resource is approved by the district, please contact our Supervisor of Technology, Mr. Mike Munafo (mmunafo@pittsgrove.net). As a community, we must all remain especially vigilant about cyber-security in the weeks and months ahead.

SEESAW (Grades PK-2)

Seesaw is a learning management platform for teaching and learning. Students use creative tools to take pictures, draw, record videos, and more to capture learning in a portfolio. Teachers find or create activities to share with students. Families only see their child's work and leave comments and encouragement. If your students are signing in to Seesaw at home, you can learn how best to support sign-in [here](#).

GOOGLE CLASSROOM (Grades 3-12)

Google Classroom is a learning management platform for teaching and learning. Google Classroom will be used as our main learning platform to remain connected with our students and to assign/assess work in grades 3-12. Parents/students can access Google Classroom by following the instructions for accessing Google Classroom in the Communication chart above.

PARENT TUTORIAL for GOOGLE CLASSROOM - Google has parent tutorials if assistance is needed - <https://www.youtube.com/watch?v=JqxCfihxEVw>

How Teachers Will Utilize Google Classroom

- Create and manage classes, assignments, and grades online without paper.
- Add materials to your assignments, such as YouTube videos, a Google Forms survey, and other items from Google Drive.
- Give direct, real-time feedback.
- Use the **Class Stream** to post announcements and push out the lessons for the day or week.
- Use the **Classwork** section to push assignments to students or to place important materials/resources students will need for the course.
- Invite parents and guardians to sign up for email summaries with a student's upcoming or missing work.

What Students Can Do With Google Classroom

- Track classwork and submit assignments.
- Get feedback and grades.
- Share resources and interact in the class stream or by email.
- Share your screen with a teacher.

What Guardians Can Do With Google Classroom

- Get an email summary of your student's work.
- Review announcements and activities.

What's Included In An Email Summary For Guardians?

- ❑ Missing work—Work not turned in when the summary was sent.
- ❑ Upcoming work—Work that is due today and tomorrow (for daily emails) or that is due in the upcoming week (for weekly emails).
- ❑ Class activity—Announcements, assignments, and questions recently posted by teachers.
- ❑ Guardians who sign up for email summaries can't see the Stream, Classwork, People, or Grades pages in Classroom.

How Do Guardians Get Summaries?

- ❑ A teacher or admin. sends an invitation to a guardian.
- ❑ After a guardian accepts the invitation, he/she chooses when to get email summaries for each of his/her students.

When Do Guardians Get Summaries?

- ❑ Guardians can get emails daily or weekly and can unsubscribe at any time. Guardians won't get an email summary if:
 - ❑ There's no activity to report for the given time period.
 - ❑ All their student's teachers turned off notifications for their classes.
 - ❑ They accepted the invitation but chose not to get any summaries.
 - ❑ They aren't connected to any student in Classroom.

Guardian Email [Summaries FAQ](#)

GOOGLE MEET (Grades PreK-12)

- ❑ Quick Start Guide for Google Meet via email, calendar, or mobile APP ([Download PDF](#))
- ❑ Learn how to use [Google Meet \(VIDEO\)](#)

RESOURCES

PTSD Parent & Student Online Guides (guides and tutorials for our online learning systems - Google Classroom and SeeSaw) [LINK](#)

Parent Resources and Educational Resources [LINK](#)

PTSD Restart and Recovery Plan to Reopen Schools [LINK](#)

*For any questions, please contact your child's
principal or teacher via email.*

[Staff Directory](#)