



South Orange & Maplewood School District

Fall 2021 Return to School Guidebook for Families

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Letter from Dr. Ronald G. Taylor



Dear SOMSD Families,

I am pleased to share the South Orange & Maplewood School District's Fall 2021 Return to School Guidebook. This guide provides an overview of our plans for a safe return to in-person instruction, five days a week, for all students.

The guide also summarizes the District's contingency plans should the County's health conditions require operational and instructional adjustments. Our schools will open in the fall with critical precautions to reduce the spread of COVID-19 without some of the previous constraints on building capacity as a result of physical distancing guidelines.

All schools will open at full capacity for in-person instruction with a teacher in every classroom, a visionary administrator leading every school, and support staff providing critical wraparound services and support for our students and communities. Schools will return to their pre-pandemic times, class schedules and extracurricular activities.

This instructional guidebook provides more details on: Operations, Logistics & Safety; Health & Safety Procedures; Meals; Contingency Plans; What to Expect; Technology and more...

Vaccination continues to be the leading public health prevention strategy. At this point our communities vaccination rates as of the week of August 15 for the 12 and up population are commendable, see below:

Maplewood DOH

Age	%
12 and over - 82	
18 and over - 84	

South Orange DOH

Age	%
12 and over - 82	
18 and over - 82	

I look forward to seeing all of our students back to school. Best of luck to our students, staff and families as we begin the journey together for the 2021-22 school year.

Dr. Ronald G. Taylor
Superintendent of Schools

Our Commitment

As shared in previous communications to the community, and as per the state of NJ, the District will only be offering an in-person instruction for all families and a virtual opt-in is not available for the 2021-22 SY.

The state of NJ and the NJ Department of Education has mandated that every NJ Public school district will reopen schools to in-person instruction for all students for the 2021-22 school year, returning to pre-Covid normal school days that will include lunch and that will address the needs of ALL students.

For Reopening Schools

- Require that face masks be worn in all school buildings, buses and facilities, regardless of vaccination status.
- Provide opportunities for individuals to engage in proactive preventative measures, such as frequent hand-washing.
- Communicate clearly, concisely, and in a timely manner with families and staff as information becomes available.
- Encourage the use of outdoor spaces for educational, recreational, and social experiences for our students.
- Provide education for students who are unable to attend in-person instruction due to the need to quarantine
- Remind students and staff that they must stay home when experiencing any possible symptoms of COVID-19.
- Ensure school facilities will be regularly sanitized, equipped with cleaning supplies, and ventilation and air quality monitored.
- Respond to changing conditions so that our students will not experience major disruptions in their education.
- We are encouraging vaccinations and will seek to offer opportunities for accessible testing.

The District's plan has been developed and tailored based on the policies, guidance, research, and recommendations available as of this date from the CDC, NJ Department of Education, "The Road Forward" document, NJ Department of Health, and our local Health departments. As conditions change this guidance will be updated to reflect current state executive orders, agency recommendations, and local health department recommendations.

Please Note: This is a working document, and as shared above, details are subject to change and updates based on guidance from the Governor's office, NJ Department of Education (NJDOE), NJ Department of Health (NJDOH), Local Departments of Health and the Centers for Disease Control and Prevention (CDC).

Operations, Logistics & Safety

Upcoming Key Dates:

- Friday, September 3: Holiday Recess, **District Closed**
- Monday, September 6: Labor Day, **District Closed**
- Tuesday - Wednesday, September 7 & 8: Rosh Hashanah, **District Closed**
- Thursday, September 9: **First day of school for Grades PreK - 7 & 9th students**
- Friday, September 10: **First day of school for Grades 8 & 10 - 12 students**
- Thursday, September 16: Yom Kippur - **District Closed**

School Bell Times

SOMSD schools will return to their normal, pre-pandemic bell times for the 2021-2022 school year [Website Link:

School	Grades	Start Time	End Time
Columbia HS	9 - 12	7:55 am	3:02 pm
Maplewood MS	6 - 8	8:20 am	3:14 pm
South Orange MS	6 - 8	8:20 am	3:14 pm
Clinton Elementary	K - 5	8:05 am	2:35 pm
Jefferson Elementary	3 - 5	8:05 am	2:35 pm
Marshall Elementary	K - 2	8:45 am	3:15 pm
Seth Boyden Elementary	K - 5	8:45 am	3:15 pm
South Mountain Elementary	2 - 5	8:10 am	2:40 pm
South Mountain Annex	K - 1	8:00 am	2:30 pm
Tuscan Elementary	K - 5	8:45 am	3:15 pm
Montrose ECC	Pre K	8:30 am	2:30 pm
Montrose ECC- Marshall Site	Pre K	8:50 am	2:50 pm
Applecore Learning	Pre K	8:45 am	2:45 pm
Curious Children	Pre K	8:30 am	2:30 pm
Iris Family Center for ECC	Pre K	8:30 am	2:30 pm
Kindergan	Pre K	8:30 am	2:30 pm
La Petite Academy	Pre K	8:30 am	2:30 pm
Zadie's of the Oranges	Pre K	8:30 am	2:30 pm

Health & Safety Procedures

As students and staff return to schools, safety remains SOMSD's first priority. Recommendations from the Centers for Disease Control and Prevention and the New Jersey Department of Health and our local town health departments are guiding our reopening planning efforts. In accordance with CDC guidance, we will implement a multi-layer health and safety protocol that includes multiple strategies to protect school community members from COVID-19, including: vaccine promotion, use of masks, physical distancing, enhanced sanitation, frequent hand-washing, improved ventilation, contact tracing of close contacts in combination with isolation and quarantine, staying home when sick and referral for testing. Specifically, we will implement the following health and safety practices in schools and offices:

1. Face Masks



Indoors: All SOMSD students, staff and visitors will be required to wear face masks in school buildings and offices this fall, regardless of vaccination status. Approved types of masks include: disposable masks and cloth masks (gaiters, bandanas and masks with vents are not acceptable). Masks must cover the nose and mouth and fit properly with no large gaps around the sides of the face. Masks will be provided for any student, staff or visitor who does not have one while in an SOMSD building.

Outdoors: The Road Forward (updated August, 2021) states: "In general, people do not need to wear masks when outdoors. The CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people." For this reason, **masks will be required outdoors for all individuals on PreK and elementary school grounds.** In addition, mask use is required during indoor *and* outdoor Physical Education classes.

(Added 9/15/21) Where an individual is seeking a medical exemption from the masking requirement documentation from a medical professional supporting this exception is required pursuant to Executive Order No. 253 (The Road Forward, September 1, 2021). The documented medical condition or disability precludes the use of a mask. *If an individual cannot wear a mask because it may inhibit the individual's health, two things are required:

- 1) a note from the individual's health care provider submitted to the school nurse; and
- 2) approval from the District Physician

2. Meals & Food Services and Recess



In schools with breakfast programs individual schools may decide to use the cafeteria and/or group dining area and/or classroom and/or outside space as feasible. In a full-day schedule lunch will be served; students will not use masks while eating or drinking.

We have worked with our Principals to ensure that students in our elementary schools will have outdoor lunch daily utilizing plans that are customized for each school's

unique design and circumstance. We have also worked with them to develop socially distant indoor contingency plans for inclement weather days.

Our Middle School Facilities do not have the capacity to have exclusively 'outdoor lunch periods' while maintaining their traditional academic scheduling. In response to this challenge, the Principals of our Middle Schools have developed socially distanced lunch plans that do include outdoor space.

If you have questions about the specificity of your school's lunch plan you are free to contact your Principal. We ask for your patience and understanding as this is a new endeavor and many 'outside the box' ideas have been considered. There may need to adjust as we observe the logistics of the first few days of school.

In addition:

- No sharing of food is allowed.
- Proper hand washing before and after eating will be encouraged and disposable food service items will be used as feasible.
- An allergy-aware table/area for students with food allergies will be provided.
- Food celebrations, including birthdays, holidays, or achievement will be discontinued in the classroom.
- In all areas where food is prepared or consumed, surfaces will be cleaned and sanitized regularly.

Outdoor/Indoor Eating & Recess Guidelines

Each school building has a different capacity and space available for meals. In addition, schools that are currently undergoing construction have limited playground space available for outdoor eating. Building administrators have guidelines and based on these guidelines will make the best decision for their students and staff. For meals, students must maintain physical distancing to the greatest extent practicable (see Physical Distancing below)

<p>*Good weather (temperatures btw/ ~52 - 90+ degrees and no rain)</p> <p><i>*Note: This temperature guideline only applies to outdoor lunch, not outdoor recess. Outdoor recess will follow normal precautions.</i></p>	<ul style="list-style-type: none">→ Creative use of outdoor space (Elementary)→ Keep classes together→ Elementary Principals will let parents know what students should bring to support outdoor lunch, for example -bringing a beach towel, small blanket or small foldable mat for outdoor seating→ Indoor cafeteria space or other indoor space (i.e. gym, hallways, multi-purpose rooms, classrooms) physical barriers may be used when difficult to maintain physical distance.→ Students may play on playground equipment, if available, during recess
<p>Inclement Weather (rain, snow, or under ~52 degrees)</p>	<ul style="list-style-type: none">→ Creative use of indoor space (i.e. gym, hallways, multi-purpose rooms, classrooms) physical

	<p>barriers may be used when difficult to maintain physical distance</p> <p>→ Classrooms must remain together (i.e. students may be split into two groups, hallway and classroom eating to maintain physical distancing to the greatest extent practicable)</p>
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3. Hand Hygiene



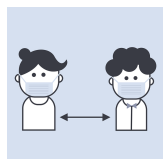
Regular hand-washing will be encouraged whenever students are in school buildings. Hand sanitizer will be provided to students and staff, with sanitizing stations placed throughout the building and classrooms.

4. Cleaning



SOMSD building custodial staff will continue to regularly clean and disinfect all high-touch areas in SOMSD facilities. Special attention is given to door handles, light switches, sink handles, and other surfaces that are touched frequently. Restrooms in common areas are cleaned and disinfected more frequently throughout the day. Approved disinfecting/sanitizing products will be used by staff. The custodians will disinfect all rooms every night. Adequate ventilation shall be ensured in indoor facilities, including operational heating and ventilation systems where appropriate. When weather allows, teachers are strongly encouraged to open windows to the most reasonable extent possible to allow for greater air circulation, unless doing so poses a safety or health risk.

5. Physical Distancing



To comply with the Governor's latest directive regarding in-person education, SOMSD will return to pre-pandemic classroom capacity. While the CDC encourages school districts to implement physical distancing to the extent possible, it cautions against implementing distancing requirements that would lead to the exclusion of students from in-person learning. Therefore, the District will continue to adhere to the latest NJDOE/NJDOH guidelines (The Road Forward, June 2021). **"Consider maintaining three feet of distance between students in classroom settings to the extent possible while offering full-time, in-person learning to all students. Outside of classrooms, maintain physical distancing to the greatest extent practicable."** Students will remain in their classroom assignments with their teacher; elementary students will stay cohorted by teacher. Attention will be given to keeping classes together to include the same group of children each day as feasible. All middle school and high school students will return to schools and where three feet or six feet cannot be maintained a desk shield partition may be used on a desk and masks will be required. Social distancing protocols will be implemented to the greatest extent practicable during transitions, and in common areas, and plexiglass shields will continue to be used in high-traffic areas such as front offices.

6. Safe Transportation of Students



Normal, pre-pandemic transportation routes and capacity will resume when SOMSD schools open in the fall. Families have been notified of the bus routes for their assigned school. While on school buses, all students are required to wear appropriate face coverings. Students refusing to wear masks may impact our ability to continue their transportation assignment. A transportation aide will be assigned to each bus and will be responsible to ensure students are following safety protocols and to periodically wipe down seats, seat belts and handrails. Buses will be disinfected each time they return to the bus yard after morning routes are complete, and after the afternoon routes are completed. Weather permitting, bus drivers will keep the windows open to increase air circulation and decrease the likelihood that the virus is transmitted during transport.

7. Visitors



Visitors are not permitted to enter the building, unless their role is deemed essential, such as emergency and law enforcement personnel in their official capacity, District partners, contracted staff/vendors, DCP&P personnel, and Health Department personnel. Our Principals may admit a visitor at their discretion if they determine that it is necessary. In all such cases, the visitor may be submitted to screening questions before entering the building (i.e. ask if they are symptom-free, and not needing to quarantine for close contact or travel) and shall be required to wear a mask. Personal food delivery and other non-essential deliveries must be received outside of school and central office buildings.

8. Access to COVID-19 Testing:



COVID-19 testing site information will be posted on the district website, and available at COVID19.nj.gov. Health Care Providers, Federally Qualified Health Care Centers and several local pharmacies offer testing. The District will continue to investigate the availability of mobile testing units as we secure partners to provide additional testing opportunities for the school District community. There is no CDC or NJDOH policy for mandatory testing of students. Individuals with COVID-compatible symptoms will be referred for testing, as well as those who are close contacts and those who traveled outside NJ, NY, PA, DE, CT. Unless directed by the DOH, screening testing will not be mandated for students.

Weekly Mobile Testing Now Available: MediMobile will be coming to SOMSD every Saturday starting in September from 9 am - 1 pm to provide COVID-19 testing services (testing to continue until further notice). The test center will be set up at Columbia High School IN THE VALLEY STREET PARKING LOT. Testing will be available to all District Staff, Students, and SOMA residents.

PCR and Rapid (nasal swab) tests will all be available to anyone over 6 months old. There is NO out of pocket cost to anyone. Those with health insurance must bring proof of insurance and valid identification. Those without health insurance must bring valid identification and a form will be provided for you to complete. *No appointments are required.

- Visit the District's Covid-19 Testing/Vaccination page for updated information: bit.ly/C19Test_Vaccine

6. Contact Tracing:



When a student or staff member in SOMSD tests positive for COVID-19, parents must notify their building principal; staff must also notify the principal or their supervisor. The local Health Department shall conduct contact tracing, assisted by the District, identifying those who may have had close contact with the positive case. The Local Health Department will give guidance for quarantining close contacts, if applicable, and appropriate and timely communication to the community. Building administrators will continue to notify the affected school communities of COVID-19 cases via email and the District will continue to post the # cases on a weekly basis via the Covid-19 dashboard on the SOMSD website. Parents should also notify their building principal if their child is exposed to COVID-19 outside of school and needs to quarantine.

7. Response to Symptomatic Individuals



Students and staff with COVID-19-compatible symptoms will be safely and respectfully isolated from others. Staff members will be sent home; students should remain in an isolation area in the nurse's office with continued supervision and care until picked up by an authorized adult. Parents/staff will be instructed by the school nurse about continuous monitoring of symptoms, and encouraged to consult with their Health Care Provider. A COVID-19 test may be recommended. Written guidance will be provided. Readmittance policies will be consistent with local and state health department guidance.

8. Vaccination



Vaccination is the leading public health health prevention strategy. We encourage all individuals to get vaccinated. 12-years-old and older are eligible. Consult with your Healthcare Provider or visit EssexCovid.org or COVID19.nj.gov/vaccine. As of August 23, 2021, Governor Murphy mandated that all NJ school personnel are required to be fully vaccinated by Oct. 18 or will have to undergo weekly Covid testing.

UPCOMING MOBILE VACCINATION CLINIC: Saint Barnabas will host a clinic on Sunday, September 19th with a second dose clinic on Sunday, October 10th. The vaccine is Pfizer. This will be held in CHS Cafeteria. The hours of operation will be from 10:00AM to 1:00PM. Pre-registration recommended. Walk-ins may be accommodated. Those with health insurance must bring proof of insurance and valid identification. Those without health insurance must bring valid identification.

- Visit the District's Covid-19 Testing/Vaccination page for updated information: bit.ly/C19Test_Vaccine

9. Quarantine:



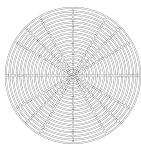
Quarantine reduces COVID-19 transmission by separating those who have been exposed to the virus from the school environment. **If a student or staff member tests positive for COVID-19, it is critical that the school is notified as soon as**

possible (Parents and teachers, please contact your building administrator/principal; Central office staff please contact your direct supervisor). Quarantine recommendations are subject to change. As of August 23, 2021:

- Travel: Quarantine is required for unvaccinated individuals after travel for more than 24 hours outside PA, NJ, NY, CT, DE per CDC and NJDOH guidance.
- Fully vaccinated* individuals do NOT have quarantine after domestic or international travel, as long as they are without symptoms.
- Quarantine time is a full seven days if the individual tests negative on day 3, 4, or 5; OR a full ten days if they choose not to test.
 - ◆ For International travel guidance - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-international-air-travelers.html>.
- Close contact**: Quarantine is required for unvaccinated individuals after being identified as close contacts of a COVID POSITIVE individual. Fully vaccinated* individuals do NOT have to quarantine after being identified as close contacts, as long as they are without symptoms. Quarantine time is a full 14 days.
 - ◆ *Fully vaccinated presently means that two weeks have passed since the final dose of the vaccine; or you have clinically recovered from COVID-19 in the past three months
 - ◆ **Close contact is presently defined as someone who was within 6 feet of a Covid-19 case for 15 or more minutes during a 24 hour period.

If a student/group of students needs to quarantine as a result of being a close contact to someone who has tested positive for COVID-19, or who needs to quarantine due to travel, SOMSD will strive to minimize the disruption to student learning during the quarantine period by having systems in place for students to receive virtual instructional support. These structures will vary depending on the circumstances and will be communicated directly with families when the need arises.

10. Ventilation & Indoor Air Quality



The New Jersey School Reopening FAQ, <https://www.nj.gov/education/reopening/faqs/>, provides: **The indoor air quality criteria a school district must meet in order to satisfy the “adequate ventilation” reopening standard described in k. of paragraph 2 of Executive Order 175 and in the NJDOE’s Checklist for the Reopening of School 2020-2021.**

All school buildings are required to satisfy the Public Employees Occupational Safety and Health (PEOSH) [Indoor Air Quality \(IAQ\) standard](#) (N.J.A.C. 12:100-13). **No additional ventilation or air quality requirements have been imposed on school buildings as a result of COVID-19.** Information regarding the IAQ standard and additional considerations for school districts can be found in NJDOH’s guidance [here](#).

- The Board of Education previously had the District’s mechanical ventilation systems inspected in January 2021. Thereafter, as widely reported, the District and SOMEA engaged in a lengthy process of inspecting mechanical ventilation units to ensure adequate air flow. Ultimately, all rooms were inspected, including some multiple times, until they were approved for use. In addition to mechanical ventilation, based on need, over 200+ classroom and office spaces have

been equipped with a Medify A-40 unit, or multiple depending on the size of the space; the District currently has a stockpile in reserve to address any future needs. Windows are strongly recommended to be opened, which is at the discretion of the teaching staff. These measures, in conjunction with other precautions (We continue to have odorox air purifiers in bathrooms and large spaces, along with our univent systems that have been serviced over the summer) satisfy NJDOE requirements for reopening.



11. Physical Education

Mask use is required for all individuals in indoor and outdoor Physical Education classes.

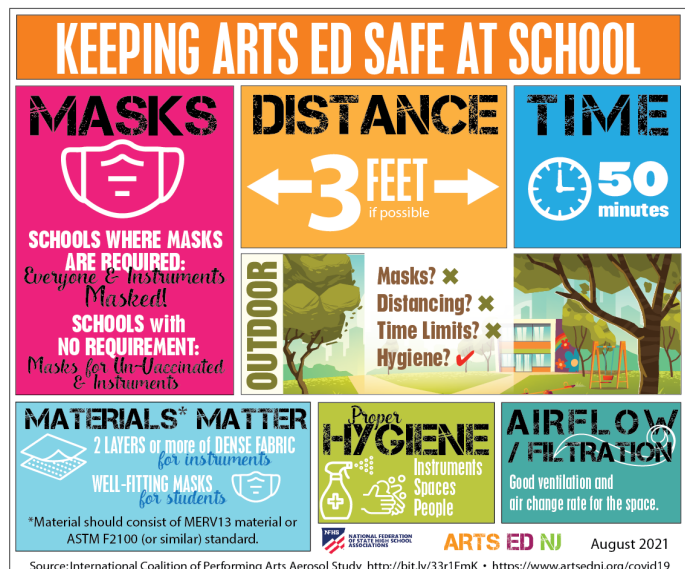
- Physical Distance: Outside of classrooms including indoor and outdoor physical education settings, maintain physical distancing of three feet to the greatest extent practicable.
- Equipment: To the extent possible, limit use of equipment by one group of students at a time and clean and disinfect routinely. Encourage hand hygiene practices between use of shared items.

12. Extracurricular Activities & Fine Arts

The SOMSD extracurricular and fine arts programs will fully resume in-person operations in the fall within the guidelines of SOMSDs' current procedures and protocols for COVID-19 safety. Students, staff and guests will be expected to follow the SOMSD mitigation strategies to prevent the spread of COVID-19.

Outdoors (All ages): There are no mask, distancing, or time limitations for any outdoor visual and performing arts activity. Outdoors remain the safest space. No mitigations are needed (subject to level of local transmission rates). Proper hygiene strategies should remain in place.

In Schools: The following applies to indoor visual performing arts classrooms and activities (Dance, Media Arts, Music, Theatre, Visual Art):



- **Masks:** Masks (as outlined in SOMSD mask guidelines) should be utilized by all performers except wind players where the instrument itself should be masked. Wind Players may have a normal mask around the neck when playing the instrument which should be used to cover the mouth when not playing. Specially designed player masks are not necessary.

◆ **NOTE:** Flutes and Recorders do not need any covering as they do not generate aerosols.

- **Timing:** In spaces with good ventilation, indoor rehearsal time should be limited to 50 minutes** followed by one air exchange before resuming (A minimum of 3 air changes per hour should be used or 1 air change every 20 minutes). If there are spaces with higher air change rates, you may consider longer rehearsal times.
- **Social Distancing:** Distancing of three feet (measured center of seat to center of seat) is suggested when feasible but should not preclude an activity from taking place. A properly ventilated space should be used. Proper hygiene strategies should remain in place.

13. Athletics



The SOMSD interscholastic athletics program will fully resume in-person operations in the fall, in alignment with SOMSD procedures and protocols for COVID-19 safety and per the recommendations of the sports governing body for NJ, NJSIAA. Student-athletes, staff members, spectators and all stakeholders will be expected to follow the procedures and protocols outlined in the District's reopening plan. This plan aligns with guidelines released by the Centers for Disease Control and Prevention, the NJSIAA, the NJ State Department of Education and NJ Department of Health guidelines.

14. Field Trips



(Revised 9/14/21) While we understand the want and need to return to normalcy, SOMSD will carefully review and consider allowing field trips, assemblies, and/or other large gatherings. These considerations will be scrutinized on a case by case basis as we consider all contributing factors at the time that requests are received. External community organizations that use school/district facilities may be limited. Virtual group events, gatherings, or meetings in lieu of field trips may be preferred as an alternative.

Contingency Plan

While the top priority is providing in-person instruction five days a week, SOMSD is engaged in ongoing contingency planning to address potential COVID-19 related issues that may arise throughout the school year.

If a student/group of students need to quarantine as a result of direct exposure to someone who has tested positive for COVID-19, we will strive to minimize disruption to student learning during a quarantine period by having systems in place for students to receive virtual instructional support. These structures will vary depending on the circumstances and will be communicated directly with families when the need arises.

We will not close school buildings and move to fully virtual instruction unless ordered to do so by our local Departments of Health or other state government officials. If the state government orders reduced capacity in school buildings, we will reimplement our hybrid instruction plan where students will receive in-person instruction on some days and virtual instruction on other days.

A plan for hybrid instruction will only occur if the school system is required by state government officials to reduce capacity in school buildings as a result of health conditions in the county or state.

What to Expect: Curriculum & Instruction

What Happens If a Student(s) Has/Have to Quarantine

- If a student or groups of students need to quarantine the teacher (including special teachers) will provide virtual instruction for those students; which will include virtual activities and live synchronous instruction.
- Only students that require quarantine will receive virtual instruction and an invite to the google meet. In-person students will only log into the google meet at the teacher's discretion (possible collaboration with virtual students, small groups, etc..). All students in person will not necessarily be logged into the google meet with the virtual students.
- Students will need to take Chromebooks back and forth to school if in the event they find they need to quarantine after school ends for the day.

Attendance During Quarantine

Student attendance is essential to success, therefore, it is important that students sign in to their classes on Canvas at their designated times. As per the District's "Virtual Student Code of Conduct" during live instruction, upon entering an online class, the student's video should be turned on and kept on for the duration of the class (unless directed or excused by the instructor). A student's face should be visible to the instructor during live virtual sessions.

Teachers will take attendance and submit daily via PowerSchool. Attendance and tardiness rules apply as per the District's general attendance policy.

- All students are expected to attend in-person classes.
- As per previous attendance policies, parents should notify their child's school of any absence to the main office and/or classroom teacher(s).
- **(Revised 9/2/21)**: According to the New Jersey Department of Education, students will utilize virtual instruction only when they are unable to attend in-person classes due to..."these situations: where an individual student, group of students, or entire class(es) are excluded from school due to meeting the NJDOH's COVID-19 exclusion criteria,..."
 1. Quarantine as a result of having tested positive for Covid-19;
 2. Quarantine as a result of having been in close contact with a positive person; or [please read the [Quarantine section on pg. 10](#) for more details on vaccinated vs. unvaccinated individuals]
 3. Quarantine after travel [please read the [Quarantine section on pg. 10](#) for more details on vaccinated vs. unvaccinated individuals]
- Students will **not** be able to use virtual learning while or for traveling, "normal" sick days, or an absence for personal reasons or outside obligations.
 - ◆ In order to enable virtual learning, parents must contact the school and/or teacher about their need to quarantine so teachers can activate their virtual learning meeting link.
 - ◆ Only students placed on this quarantine list will be permitted to participate in virtual instruction.
- In elementary schools, if an entire class is quarantining, they will participate in specials via a virtual meeting link.

Afterschool Programs

- Virtual Academic Support Programs

- Virtual Social emotional support
- Virtual Book club

Intervention & Tutoring

- In Person Achieve tutoring
- Virtual evening tutoring for secondary students
- In class intervention by teacher
- School Intervention and Referral process

Canvas Expectations: Teacher Consistency

Canvas will continue to be used as the District's primary Learning Management System (LMS) for the 2021 - 2022 academic year, while Seesaw will be used for grades K - 2 and Tools of the Mind for PreK students (*see the Canvas Overview section starting on page 26, for key details*).

Families should note that in order to create consistency across the Canvas platform, all Grade 3 - 12 teachers will format their Canvas platform in the following manner below (*Note: PreK utilizes Tools of the Mind platform and Grades K - 2, use the Seesaw platform*).

Minimum Canvas Format Expectation:

Course Set-Up	<ul style="list-style-type: none"> → Course title appears on the top of the home page → Banner image on the home page <ul style="list-style-type: none"> ◆ Image from the template or an image that is course/grade appropriate → Welcome message on home page <ul style="list-style-type: none"> ◆ Provides a brief introduction/overview → Buttons on the home page are titled and linked to the appropriate module(s) or page(s) → Course Navigation is set to the following: Home, Announcements, Grades, and Modules (6th-12th grade only) → Course Card includes course name and/or an appropriate image
Course Content	<ul style="list-style-type: none"> → Teacher contact information includes school email address <ul style="list-style-type: none"> ◆ Elementary - Class Help page ◆ Secondary - Instructor Information page → Modules for organization <ul style="list-style-type: none"> ◆ Student should use the "Next" and "Previous" buttons on the bottom of each page to navigate content ◆ Modules should be organized by unit of study, topic, or week <ul style="list-style-type: none"> • If modules are subdivided by subtopic or week, keep the unit name in the title
Model Structure	<ul style="list-style-type: none"> → Begins with an Overview page that lists the learning targets → Contains content pages, assignments, discussions and/or quizzes

	→ End with Conclusion/Summary page
Accessibility	→ Assessments (discussions/quizzes/assignments) have due dates → Feedback is provided for online assignments that are submitted using text, audio, video, and/or rubrics → All links. Files, videos, and external URLs are active and working → Colors, image alt text, styles, and hyperlinks meet accessibility guidelines

Grading

For the 2021–2022 school year, SOMSD will return to pre-pandemic grading policies and procedures. However, based on lessons learned in the 2019–2020 and 2020–2021 school years, when grading procedures were revised as a result of the pandemic, additional guidance is being provided to schools to build on those experiences, respond to student and community interests, and highlight best practices and expectations for the 2021–2022 school year.

Student Expectation if in Quarantine:

- Students must be engaged in Canvas daily during quarantine to be counted present; absences will be documented.
 - ◆ Engagement is defined as one of the following:
 - Progress in the learning management system (Canvas) made that day
 - Progress (as defined in the approved learning plan) from teacher/student interactions made that day (phone calls, virtual meetings)
 - Turning-in of assignments that day
- Students are required to adhere to the student Code of Conduct just as they would during in-person attendance, as well as adhere to the [Virtual Student Code of Conduct](#)
- In-person grading and GPA policies will be in effect, including policies for late work.

Grading Procedures

- Grading system and scale will be in line with the District's regular grading policy. Grades will count towards students' GPAs for high school credit-bearing courses. (NOTE: CHS Final grades will be based on letter grades for each term and not numbers as in prior school years.)
- All scored assignments should be listed in Canvas and synced with Powerschool unless the assignment is not intended to be included in the marking period grade. Powerschool is the official grading platform.
 - ◆ Note: Assignments can be collected and scored on paper but the score will also need to be put into the “grades” page on Canvas

Progress Reports & Report Card Dates

Interim Reports, Progress Reports & Report Card Dates

2021 - 2022 Interim Reports, Progress Reports & Report Card Dates

October 15	Secondary Interim Reports to Families
	Secondary Interim Reports to Families
November 19	End of Secondary Q1
November 24	Elementary Report Cards Due
	Secondary Q1 Report Cards Live
December 17	End of Middle School Trimester 1
January 7	Secondary Progress Reports Live
January 21	Elementary Interim Reports to Parents
January 31	Secondary Mid-Terms Begin
February 4	Secondary Midterms End
	End of Secondary Q2
February 11	Secondary Q2 Report Cards Live
March 4	Elementary Report Cards Due
March 11	Secondary Progress Reports Live
March 25	End of Middle School Trimester 2
April 8	End of Secondary Q3

April 22	Secondary Q3 Report Cards Live
April 29	Elementary Interim Reports to Parents
May 13	Secondary Progress Reports Live
June 21	Elementary Report Cards Due
June 21	End of Middle School Trimester 3
June 21	End of Secondary Q4
June 24	Secondary and Elementary Report Cards Live

Assessments & Schedules

All students will participate in district-wide local, state and federal assessment programs as mandated by the New Jersey Department of Education.

In the event of a student being quarantined for longer than three days after an assignment/assessment is being given on paper, in class, teachers will provide an alternative assessment they can complete on Canvas.

2021 - 2022 Assessment Schedule

September 13	State Start Strong Fall Assessments Begins (as per State) Specific SOMSD dates will be sent out at the building level
20-Sep	Grades K-2 Begin Early Reading Assessment
	Grades 3-12 Begin Language Assessment
	Grades K-8 Begin TC Reading Assessments
24-Sep	Grades 3-12 End Language Assessment

27-Sep	Grades K-11 Begin Star Renaissance Assessments
1-Oct	Grades K-11 End Star Renaissance Assessments
October 11	State Start Strong Fall Assessments Ends (as per State)
	Specific SOMSD dates will be sent out at the building level
15-Oct	Grades K-2 End Early Reading Assessment
22-Oct	Grades K-8 End TC Reading Assessments
6-Dec	Grades K-2 Begin PAR Assessments
22-Dec	Grades K-2 End PAR Assessments
4-Jan	Grades K-8 Begin TC Reading Assessments
January 24	Grades K-11 Begin Star Renaissance Assessments
January 28	Grades K-11 End Star Renaissance Assessments
February 4	Grades K-8 End TC Assessments
April 18	Grades K-2 Begin PAR Assessments
April 29	Grades K-2 End PAR Assessment
May 23	Grades K-8 Begin TC Assessments
June 6	Grades 3-12 Begin Language Assessment
June 10	Grades 3-12 End Language Assessment

June 13	Grades K-11 Begin Star Renaissance Assessment
	Secondary Final Exams
June 17	Grades K-8 End TC Assessment
June 17	Secondary Final Exams End
June 17	Grades K-11 End Star Renaissance Assessment

What to Expect: Special Education

SOMSD students with disabilities will continue to receive special education and related services. The District has developed processes to meet the special education mandates of federal and state law. These mandates include timelines and documentation associated with assessment, Individualized Education Program (IEP) team meetings, and specially designed instruction. Students returning in the fall will have their full IEP implemented and all services provided.

Students receiving special education services **will follow the same return-to-school guidance** as other students.

Compensatory Services

A student is eligible for Compensatory/Recovery Services (CRS) when an Individualized Education Program (IEP) was not or could not be appropriately developed and/ or implemented and the student demonstrates negative impact (i.e., a regression of skills or lack of progress in the curriculum or on IEP goals). SOMSD makes an individual determination for every student with an IEP regarding CRS and SOMSD has coordinated appropriate services with eligible families.

CRS remediates the loss of learning and/or regression but does not reflect the same services (nature, amount, frequency) that were missed. CRS are specific to the individual student and missed special education services do not automatically result in one-for-one CRS. A team, including the parent/guardian, determines which areas were negatively impacted, and based upon the needs of the student (including disability, age and goal area/area of concern), determines the amount of CRS needed.

Section 504 Plans

During in-person instruction, for students that meet the eligibility guidelines for accommodations under Section 504, a Section 504 Plan will be developed for the student to use in school. For students with existing section 504 plans, required section 504 meetings will continue to be completed in person or virtually. Evaluations for the purposes of initial eligibility and reevaluation will continue and needed assessments will resume face-to-face and will be completed in a manner consistent with the health and safety needs of students and staff. The student's 504 plan case manager will notify teachers who work directly with the student about the plan and coordinate reviews on an annual basis, or as needed

Child Study Team evaluations will continue to be conducted in-person as much as possible. Safety precautions and parental acknowledgement of the safety procedures will be sent to parents prior to evaluations taking place.

What to Expect: Technology

With the return to full time in person instruction for the 2021 - 2022 school year, the district will be providing Chromebooks to students in grades PreK - 12. PreK -12 will bring their devices to school each day and will use the devices as needed in class (more details are outlined in the Chromebook 1:1 section on pg. 23)

Chromebook Distribution Details & Schedules

Chromebook distribution will occur in multiple phases throughout the 2021 - 2022 school year, starting in August. **Similar to the 2020 - 2021 school year, students in grades Pre K - 8 are asked to bring their own personal devices (Windows, Mac, or Chrome devices) with them into school.**

These personal devices can connect to the district wireless guest network named SOMSD-Student. If they do not have a device that they can bring into school, a Chromebook can be picked up from a designated pick up location. Families can request a Chromebook by filling out the Chromebook request form on the district website at:
www.somds.k12.nj.us/chromebooks

During the week of August 30th, the district will begin distributing Chromebooks to all students in Grades 9 - 12. After distribution has completed for High School students, we will continue to distribute Chromebooks for all students in Grades 6 - 8 and conclude with students in grades Pre K - 5. The schedule for general distribution can be found below. Please note that there may be adjustments to the distribution timeline as needed.

- **August 30, 2021 - September 17, 2021 (Phase 1 - High School & Families In Need)**
 - ◆ Chromebook Distribution for all students in Grades 9 - 12 (CHS)
 - ◆ Any students in grades PreK - 12 who do not have a device at home that they can bring into school.
- **September 20, 2021 - September 24, 2021 (Phase 2 - Middle Schools & Families In Need)**
 - ◆ Chromebook Distribution for all students in Grades 6 - 9 (MMS / SOMS)
 - ◆ Any students in grades PreK - 12 who do not have a device at home that they can bring into school.
- **September 27, 2021 - October 7, 2021 (Phase 3 - Elementary Schools & Families In Need)**
 - ◆ Specific school schedules will be coordinated through the elementary schools directly.

General Expectations For Student Usage

- It is expected that students will travel with their district issued device between home and school. The device should be fully charged at home and should not be charged at school.
- District assigned Chromebooks will automatically connect to the district wireless network.

Internet Access

- Please reach out to info@somds.k12.nj.us if you do not have internet access at home.

Repair of Student Devices Devices and Loaners Chromebooks

- At this time, families will not be charged for damaged devices. The Technology Department will attempt to repair any devices damaged.

- Secondary school students (MS/HS) can submit a Google Form (www.sommsd.k12.nj.us/chromebooks) to request their Chromebook be repaired. Equipment drop off bins are in each school. Students should check with the school's main office for the bin locations.
- Elementary school students should inform their parents that their device is damaged. Parents and / or teachers can submit a Google Form (www.sommsd.k12.nj.us/chromebooks) to request their Chromebook be repaired. Equipment drop off bins are in each school. Students should check with the school's main office for the bin locations.
- A limited number of loaner Chromebooks will be provided to the schools. These loaner Chromebooks can be given to students who have devices that are being repaired.

In-Person	Virtual	Canvas
Students are expected to bring their devices to and from school, as instructed by their teacher(s). The SOMSD network has been designed to support all student and staff devices, so instruction and assessment using these devices should be seamless. (Note: View the Chromebook 1:1 section starting on pg. 24)	If students must return to a virtual learning environment, SOMSD will use the same tools that it used in the virtual-only period, including Google Meet and Canvas. Students will access learning from their Chromebooks. Students who currently have portable Internet devices (Wi-Fi hotspots), can continue to use them.	Teachers will post and share homework, calendars, course assignments and syllabi in Canvas.

Chromebook: District 1:1

Why 1:1 ?

A quickly growing majority of jobs today require technology skills, many jobs our students today will have do not even exist yet because of the speed of technology advancement. Teaching our students how to use technology as a tool for their education and integrate it naturally into the events of the day will not only provide a more interactive and engaging learning environment but also better prepare them for their futures.

1:1 programs are very common in schools and the percentage of schools participating grows every year. 1:1 device ratios allow for technology to be used in classroom instruction in a more real-world way. Computer time does not need to be scheduled, students do not need to leave their classrooms, instructional time is regained and computer use happens as it does in workplaces and universities - when it needs to rather than when it can. The term “1:1” means each student has their very own Chromebook for individual use both at school and for home use. In addition to enhancing educational opportunities for students and teachers alike, the 1:1 Chromebook initiative allows us to use less paper and be more “green” than ever before.

As part of the District’s goal of continuing to integrate the use of technology into our K-12 curriculum and cultivating 21st century skills, the 1:1 Chromebook initiative will continue to provide all students with Chromebook laptops to use both during the school day and at home as part of our evolving teaching and learning process.

Prior to the pandemic, the District used carts of Chromebooks in classrooms as part of a District-wide initiative to begin to integrate technology into classrooms as a teaching and learning tool. In March 2020, SOMSD made a necessary shift in response to the COVID-19 pandemic and expanded the 1:1 initiative district-wide by distributing Chromebooks to all students for home use in grades K-12.

Click below to view District policies related to the 1:1 initiative:

- [SOMSD Student Chromebook Agreement](#)
- [District Policy 2361 - Acceptable Use of Computer Networks / Computers and Resources](#)
- [District Policy 5513 - Care of School Property](#)
- [District Chromebook Initiative FAQs](#)

Why are we giving Chromebooks to students

Chromebooks can help make education more student-centered by putting digital resources in the hands of students and allowing them access to files anywhere, any time. They extend learning beyond the classroom walls; foster collaboration, creativity and innovation; embrace the unique qualities of each student by allowing varied approaches to demonstrate learning.

The Chromebook is a tool for learning, much like a notebook or binder. Students will be expected to bring a fully charged Chromebook to school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, handbooks and schedules will be accessed using the Chromebook, Canvas, Seesaw and other digital tools. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

If a Chromebook is forgotten, the student is considered unprepared for class. A loaner will be provided for the day. Chronic unpreparedness will result in a referral to building administration.

Chromebook Distribution & Usage by Grade Levels

Guidelines for Chromebook distribution and usage will occur for students by grade levels in the following fashion:

Grade Levels	Distribution & Usage
*PreK - 2	<ul style="list-style-type: none"> Students in grades PreK- 2 will be in a 1:1 technology environment This device will travel with that student between home and school each day. Students will be expected to bring their device fully charged to school each day. Students should also bring earbuds to use in class. PreK - 2 families will be alerted when to start bringing in devices to school. If a family is in need of a device for their child(ren) - please fill out the Chromebook request form on the district website at: www.somds.k12.nj.us/chromebooks
*Grades 3 - 5	<ul style="list-style-type: none"> Students in grades 3-5 will be expected to have an individual device, available to them for instructional use. Students should begin bringing devices to school starting on Mon., September 13 This device will travel with that student between home and school each day. Students will be expected to bring their device fully charged to school each day. Students should also bring earbuds to use in class. If a family is in need of a device for their child(ren) - please fill out the Chromebook request form on the district website at: www.somds.k12.nj.us/chromebooks
Grades 6 - 12	<ul style="list-style-type: none"> Students in middle school and high school will be expected to have an individual device, available to them for instructional use. Students should begin bringing devices to school starting on Mon., September 13 This device will travel with that student between home and school each day. Students will be expected to bring their device fully charged to school each day. Students should also bring earbuds to use in class. If a family is in need of a device for their child(ren) - please fill out the Chromebook request form on the district website at: www.somds.k12.nj.us/chromebooks

***REMINDER:** The schedule for general distribution, Phase 3 for elementary school students and families in need will begin **September 27, 2021 - October 7, 2021**

[Information ink: <https://www.somdsd.k12.nj.us/district/information-technology/1to1/>]

How will Chromebooks Be Used in District Classrooms

Students will be able to:

- **Collaborate** with each other using Google Apps for Education (G Suite) including Google Docs, Google Slides, Google Forms, Google Classroom, and many more apps;
- **Engage** in live, interactive virtual field trips using apps like Google Expeditions and Streamable Learning;
- **Empower** themselves by using apps to independently document and control their learning with creative tools;
- **Practice** skills they learn in the classroom on a variety of age and grade appropriate websites; and
- **Learn** and master 21st century skills that will help prepare them for the future

Students Should Bring Charged Devices to School

All district Chromebooks should be charged at home overnight and brought to school fully charged. Due to pandemic restrictions, there are limited charging devices and loaner Chromebooks available at school.

Chromebook Filtering

If a student logs into a district Chromebook using their district login credentials, their internet traffic will be filtered. This filtering is applied in school and at home. This protects against most inappropriate content, but no filtering server is 100% accurate. The district has added Chrome Extensions that parents can enable on their student's accounts to block specific websites. The extensions BlockSite and StayFocused to the list of approved Chrome extensions that can be installed on district Chromebooks and Chrome browsers logged into with district email accounts.

Canvas Learning Management System

Canvas will continue to be used as the primary Learning Management System for the 2021 - 2022 academic year, while Seesaw will be used for grades K - 2 and Tools of the Mind for PreK students.

Canvas is a learning management system (LMS) the District implemented in September 2020 that allows teachers to provide instructional support, class calendars, assignments, and resources for students in a safe online environment. Canvas serves as an aggregation point for teachers to post all of the online instructional tools and resources that may be used in the District. Canvas bundles assessments, grading, state standards, messaging, learning data, and more—while keeping everything in one place.

For access to Canvas and other important information visit: www.somds.k12.nj.us/canvas

What About PowerSchool?

The South Orange Maplewood School District utilizes PowerSchool as the primary system of record for student data across the District. PowerSchool is the District's student information system and will continue to serve as the primary student database going forward.

The Parent Portal for CHS, MMS, and SOMS will open on September 1st at 4:00 PM. The Parent Portal for elementary schools will open September 2nd at 4:00 PM.

Canvas, the Learning Management System, expands on the functionality of PowerSchool. Canvas provides a singular virtual environment where all eLearning (or supplemental in-person work) can take place. Parents can see the grades earned in PowerSchool, but will view the actual work submitted to earn the grades in Canvas. Canvas offers a single pane of glass to look at all of the various e-learning assignments in one platform.

Canvas for Students

How do students log into Canvas?

The South Orange Maplewood School District has taken advantage of single sign-on technology, allowing students to use their District Google accounts to log into Canvas. The same username and password that students use to access their District email or Google Apps for Education accounts is the same password used to log into the Canvas student portal. Students can access their Canvas portals by following the steps below:

1. Open a web browser and navigate to www.somds.k12.nj.us/Canvas
 2. Select Student Portal.
 3. Select your District Google account.
 - a. If your District email address does not appear in the list, select use another account.
 - b. Enter your District email address (ex. 12345@students.somds.k12.nj.us).
-

- c. Type in your District Google password.
- d. Click Sign In.

What If Students Forget Their Google password?

- Email info@somsd.k12.nj.us and request for your child's Google password to be reset.
- Reach out to your school's librarian / media specialist via email.

My Child Never Received Their Google Login Credentials

If you are new to the District for the 2021 - 2022 school year, you can view your child's username and temporary password in the [PowerSchool Parent Portal](#) (Select eDocuments > Student Google Account Letter). If your child has forgotten their Google password:

- Email info@somsd.k12.nj.us and request for your child's Google password to be reset.
- Reach out to your school's librarian / media specialist via email.

How Can I Help My Child Get Comfortable Using Canvas?

Canvas has provided a number of videos that students and families can use to help familiarize themselves with the platform. The [Canvas Student Video Guides](#) can be found here. While many of the videos contain important information, we strongly encourage families to review:

1. [Canvas Overview \(Students\)](#)
2. [Dashboard Overview \(Students\)](#)
3. [Assignments Overview \(Students\)](#)
4. [Assignment Submissions \(Students\)](#)
5. [Calendar Overview \(Students\)](#)
6. [Grades \(Students\)](#)

In addition, we strongly encourage families to walk through the "Passport to Canvas" introductory course with their children. This is available to students on their Canvas dashboard when they log in. The course walks students through:

- Navigating The Canvas Interface
- Managing Notifications For Courses
- Messaging Teachers Through Canvas
- Viewing Coursework In Canvas
- Working With Modules In Canvas
- Submitting Assignments In Canvas
- Participating In Group Discussions

Canvas for Parents

Does Canvas Have A Parent Portal?

Yes, parents have the ability to view their students' course content in Canvas by creating a Canvas "Observer" account linked to their student(s) account. In order to create an Observer account, parents must work with their student to obtain the necessary information to link their accounts. Student accounts contain pairing codes that allows parents to link their Observer accounts to the student's account.

Step 1 - Generate a Pairing Code

1. Have your child log into their SOMSD Canvas account by navigating to www.somds.k12.nj.us/canvas
2. Select Account > Settings.
3. Select Pair With Observer.
4. Copy the observer code generated by the student's account. *(Please note: This code is only valid for 24 hours. If the code becomes invalid, please have a new observer code created by following steps 1 - 3).*

Step 2 - Create an Observer Account

1. Open a web browser and navigate to www.somds.k12.nj.us/canvas.
2. Click the Parent Portal icon.
3. Click **Parent of a Canvas User? Click Here For An Account.**
4. Complete the Parent Signup form and click Start Participating.

Step 3 - Verify the Observer Account

1. Log in to the email account used during Step 2.
2. Open the email from Canvas, click the link within the email to confirm registration.

Step 4 - Logging into Canvas

1. Open a web browser and navigate to www.somds.k12.nj.us/canvas.
2. Click the Parent Portal icon.
3. Log In using the login credentials created in the previous steps.

Information Regarding Managing Multiple Students with the Canvas Observer Account

If you have more than one student who is working in Canvas this year, have the additional student(s) generate a pairing code following the same process described in step one. Once you have the additional pairing code:

1. Open a web browser and navigate to www.somds.k12.nj.us/canvas.
2. Click the Parent Portal icon.
3. Log Into your Canvas Observer account.
4. Select Account > Observing
5. Enter the pairing code for the additional student and click + Student.

Parents/Guardians can review Canvas Observer resources by visiting the links below:

- [Account Registration and Student Pairing](#) (Video)
- [Canvas Overview](#) (Video)
- [Canvas Parent App](#) (Video)
- [Canvas Observer Guide](#)

Supports for Students, Staff and Families

SOMSD Counseling Services

Grade Level	Services
Elementary	<p>The Elementary School Social Work Program offers individual & group counseling services for elementary school students.</p> <p>For more information or to request services fill out the “Elementary Social Work Request Form”: http://bit.ly/ElemSWRequestform</p>
Middle	<p>Guidance Counselors - Your child’s Guidance Counselor can provide counseling for your child, can connect you with resources available in the Secondary Schools such as the Social Work Intern Programs, ISTEP or ESS programs, and can provide referrals to an outside therapist.</p> <p>Case Managers - available to students with IEPs. You can reach out to them to help plan a response which could include working with a Social Worker, a Social Work Intern, or to receive a referral to an outside therapist.</p>
CHS	<p>Visit CHS Counseling website: https://www.somsd.k12.nj.us/columbia/guidance/guidance/</p>

SOMSD Resources & Reminders

2021-22 SY Covid-19 Parent Agreement Agreement Letter of Compliance

All families must submit an E-Signature for the 2021-22 Parent COVID 19 Compliance Agreement **via PowerSchool ONLY** for the upcoming school year by September 17, 2021.

→ **2021-22 SY Parent Agreement:** <https://bit.ly/3gTC53z>

→ **Important Note:** The Parent Portal for CHS, MMS, and SOMS will open on September 1st at 4:00 PM. The Parent Portal for elementary schools will open September 2nd at 4:00 PM.

Website Links

Reopening Updates & Resources	https://bit.ly/SOMSD21-22Reopening
SOMSD Covid-19 Dashboard	https://www.somds.k12.nj.us/coviddata/
Covid-19 Testing & Vaccination	https://bit.ly/C19Test_Vaccine
Student Virtual Code of Conduct	https://bit.ly/SOMSDVirtualCOC
Nursing Services:	https://www.somds.k12.nj.us/district/nursingservices/
Chromebooks 1:1 Initiative	Student Devices – 1 to 1 Device Initiative
Canvas Information	https://www.somds.k12.nj.us/canvas/
2021-2022 SY Calendar	District Calendar & Handbook

Glossary of Terms

Asynchronous: Asynchronous, or async, classes have no live instruction. Students work from a plan written by a teacher, who is available to assist through email and other communication methods. Based on the teacher's plan, students read textbooks, view videos, complete assignments, and take assessments. Because there is no live element to class, students in asynchronous classes can finish their plans within the schedule or due date provided for an assignment;

Cohort: Students who are educated at the same period of time—a grade level, a group of students or a class of students;

Distance Learning: A method of studying in which classes are pre-recorded and broadcast or classes are conducted and streamed live by a teacher via the Internet, without the student's needing to attend a school in person;

Hybrid: Blended learning where students will have a combination of in-person learning, live virtual interaction with a teacher and remote learning activities; hybrid students will attend classes in-person on some days and receive instruction at home via the internet;

Pre-recorded: A lesson that has been recorded in advance so that it can be played later for student instruction;

“Live” learning: Students will receive live virtual instruction streamed via the internet;

Live streaming: Instructional lessons that are transmitted or received via live video and audio via the internet;

Remote Learning: Learning in a way in which the student and the teacher are not physically present in a traditional classroom environment. Information is relayed through technology, such as discussion boards, video conferencing, and posted assignments.

Synchronous: Synchronous, or sync, classes have live instruction from a teacher through online classrooms. Students can see their teachers through a webcam, interact with their classmates through a chat box, and participate with a microphone and whiteboard privileges. During live class, students have the opportunity to befriend their classmates and complete group assignments.

Virtual: Students will receive live virtual instruction, pre-recorded instruction, teacher-led small-groups and independent practice; students in virtual settings do not attend in-person school buildings.