

WEST ESSEX REGIONAL SCHOOL DISTRICT
DISTANCE LEARNING PLAN
2020-2021

The following Distance Learning Plan is intended to guide students, parents, faculty, and staff in maintaining instruction, support services, and procedures upon the district's closure to students and/or staff.

ATTENDANCE

Student attendance will be mandatory and recorded in each period. The regular pupil attendance policies will continue while on Distance Learning. Parents must notify the school if their child is unable to engage in instructional activities. To report your child's absence, please contact the school's attendance office.

If the student is unable to "attend" a virtual class due to a Chromebook or connectivity issue, he/she should email our tech support team at: tech@westex.org and inform the teacher as soon as possible.

SCHEDULE

Both schools will adhere to the following bell schedules. Note that every Wednesday will follow an All Classes Meet schedule *unless otherwise noted on the school calendar*.

Rotating Drop

Mondays, Tuesday, Thursdays, Fridays
(unless otherwise noted on calendar)

Block	Start	End
1	8:15	9:05
2	9:10	10:00
3	10:05	10:55
Lunch/Study/ Labs/Lessons	11:00	11:50
4	11:55	12:45
5	12:50	1:40
6	1:45	2:35

All Classes Meet

Wednesdays

(unless otherwise noted on calendar)

Period	Start	End
1	8:15	8:50
2	8:55	9:30
3	9:40	10:15
4	10:20	10:55
Lunch/Study/ Labs/Lessons	11:00	11:50
5	11:55	12:30
6	12:35	1:10
7	1:20	1:55
8	2:00	2:35

September				
Monday	Tuesday	Wednesday	Thursday	Friday
31 Staff Development	1 Staff Development	2 Staff Development	3 Staff Development	4 School Closed
7 Labor Day School Closed	8 All Classes Meet Distance Learning	9 A Distance Learning	10 B Distance Learning	11 C Distance Learning
14 D Distance Learning	15 A Distance Learning	16 All Classes Meet Distance Learning	17 B Distance Learning	18 C Distance Learning
21 D Distance Learning	22 A Distance Learning	23 All Classes Meet Distance Learning	24 B Distance Learning	25 C Distance Learning
28 Yom Kippur School Closed	29 D Distance Learning	30 All Classes Meet Distance Learning		

INSTRUCTION

- District families were asked to consent to virtual learning via Genesis.
- All students must use their district-issued Chromebook to participate in virtual/distance learning. Students in need of Chromebook repair or tech support for school-related applications should contact: tech@westex.org.
- Teachers will provide live interaction for their students during every class period.
- Teachers will utilize a variety of technology applications to facilitate live instruction, monitor student progress, and provide timely feedback (GoGuardian, ScreenCastify, Zoom Pro). Information on these technology programs will be provided on the district's website.
- To increase student engagement and class participation, students will be required to keep their Chromebook cameras on during class. Exceptions will be made only for approved, documented cases.
- "All Classes Meet" Wednesdays will be dedicated to extra help, small group instruction, test makeups, review sessions and other support/enrichment activities for students.
- Teachers will also be available for extra help from 2:35 - 3:00 pm. Students should check with their teachers for availability during any other times (ie: before school, during lunch).
- Students are required to comply with all applicable Board policies governing the use of technology, academic integrity, and the school code of conduct.
- Academic and behavioral expectations for online learning are aligned with those in-person (homework policies, assignment deadlines, dress code, etc.).
- Parents and students are encouraged to communicate with teachers via phone or email with any questions or concerns. Zoom Pro may also be used to facilitate parent-teacher conferences.

GUIDANCE DEPARTMENT

School counselors and guidance secretaries will be available from 7:30 am until 3:00 pm each day. The high school guidance team will continue to schedule meetings and address any questions parents and students may have about the new school year. Please visit the [Guidance Staff Directory](#).

ENGLISH LANGUAGE LEARNERS (ELL) AND BILINGUAL NEEDS

Certified staff will continue to provide students with instruction using a variety of district approved resources: "Reading A-Z" [ELL program](#).

SPECIAL SERVICES DEPARTMENT

Please click [here](#) for information regarding the provision of special education and related services.

HOME INSTRUCTION SERVICES

Home instruction services will be scheduled on an individual basis.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities, sports, and clubs will resume outdoors and in-person the week of September 14 (virtual activities may continue). Coaches and advisors will conduct meetings through district-approved video and audio conferencing tools.

COMMUNICATION

West Essex is dedicated to continuing communication during distance learning. Phone and email will be the primary modes of communication with parents along with audio/video conferencing and the school website. Teachers may communicate with students in a variety of ways including Gmail, Zoom Pro, GoGuardian, and Google Classroom. In-person meetings may also be scheduled in advance on a case by case basis.

Staff members may be reached by phone or email. Please allow ample time for staff to respond.

TECHNOLOGY

A technology survey was sent out to families on August 11, 2020 to determine internet accessibility. The district provides each student with his/her own Chromebook. When cleaning the Chromebook, please do not use Clorox or any other wipes that may contain corrosive chemicals or soap.

Email our [Technology Department](#) with any Chromebook-related issues and include a full description of the problem.

FREE & REDUCED LUNCH

Students who are eligible for free and reduced lunch should contact [Melissa Kida](#), Business Administrator.

NURSING/HEALTH SERVICES

Please be assured that your school nurses have been and will continue to closely monitor the rapidly evolving COVID-19 developments affecting our community. At this time, we need our families to continue to communicate with us if you think that you, your child, or a family member may be exhibiting signs and symptoms of COVID-19.

COVID-19 symptoms most often are mild for people under 30 years old, who do not have any chronic medical conditions. These include a runny nose, cough, sore throat, or fever. In severe cases difficulty breathing and pneumonia can also develop. If you, your child, or a family member starts to exhibit any of these symptoms, please contact your personal physician for further instructions.

Precautionary measures to remain healthy and avoid respiratory illnesses were emailed to students in the high school earlier this year and reviewed in person with students in the middle

school. It is important to remember to continue to practice these simple steps to stay healthy during the COVID-19 pandemic.

- Avoid close contact with sick people.
- While sick, limit contact with others as much as possible.
- Stay home if you are sick.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Avoid touching your eyes, nose, and mouth; this is how germs spread.
- Cough into your elbow, not your hands.
- Wash your hands often with soap and warm water for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.

Our High School Nurse, [Karen Kinsey](#) (RN, BSN, CSN-NJ) and Middle School Nurse [Denise Logan](#) (RN, M.Ed., CSN) will monitor their emails during each remote learning day.

HS Nurse: (973) 228-1200 Ext. 1240

MS Nurse: (973) 228-1200 Ext. 3340

Additional Health Resources:

- <https://www.health.harvard.edu/diseases-and-conditions/coronavirus-resource-center>
- https://www.nj.gov/health/cd/topics/covid2019_dashboard.shtml
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>

HEALTH DEPARTMENT INFORMATION

NJ Department of Health Information

<https://www.nj.gov/health/cd/topics/ncov.shtml>

Health Department- West Orange (Serves Essex Fells)

<https://www.westorange.org/84/Health-and-Welfare>

Health Department- West Caldwell (Serves Fairfield and North Caldwell)

<http://www.westcaldwell.com/content/121/137/143.aspx>

Health Department- East Hanover (Serves Roseland)

<http://www.easthanovertownship.com/Departments/health-department>

WEST ESSEX COMMUNITY SUPPORT

Families in need of social and emotional support as well as resources in order to help reduce stress and keep mentally healthy during times of crisis may access our [West Essex Community Support link](#). Our staff members and resources are available to support your needs.

Since the circumstances around the spread of Coronavirus are ever-changing, we will continue to update this page/website with any new resources that we might be able to provide. This page is an informational resource only.

FACILITIES PLAN

The campus and all buildings are open for operation during school hours. All visitors to the school must schedule an appointment. Custodial, maintenance, and grounds staff members will be scheduled through the Business Administrator and Supervisor of Buildings and Grounds. The West Essex Regional School District campus has 24 hours surveillance. The North Caldwell Police Department will also be continuously monitoring the campus and grounds.