

Berkeley Heights Public Schools
Guidelines and Expectations for Student Success in a
Remote Learning Environment, K - 5
August 2020

As a teacher (classroom and related arts), I will:

- Craft dynamic and engaging remote lessons that drive the curriculum forward, including a whole-class anticipatory set/mini-lesson, and a whole-class closure activity. (In effect a check-in activity and a check-out activity.)
 - Create lessons that are student-centered, interactive, and consist of multiple instructional modalities.
 - Differentiate instruction and assessments according to the needs of students.
 - Utilize authentic learning tasks, rubrics and project based learning assignments in order to determine evidence of understanding.
- Build in opportunities for students to develop a growth mindset and encourage students to advocate for possible reassessment as they work to master content.
- Teach core subjects in the a.m. session while live streaming.
- Enrich, and extend learning by providing small group differentiated instruction, checking in, and conferencing (just to name a few) in the p.m. session.
- Record mini-lessons and send them home, when appropriate.
- Provide a list of all access codes for the various sites to students and families.
- Maintain a professional learning environment throughout the school day.
- Develop classroom routines that provide students with consistent communication and expectations.
- Connect with other staff members including school counselors, child study team members, school administration and the school nurse to support students.
- Communicate openly with students and families.

As a student, I should:

- Begin the day by responding to the teacher's question of the day to take attendance in grades 2-5 by 8:25 AM.
- Begin the day by logging onto the Morning Meeting in grades Pre-K, K, and 1 to be marked present.
- Be seated at a school appropriate workspace and be prepared to actively participate in class.
- Understand that all school rules apply while in-person and during Remote Learning.

- Be visible during the lesson with my camera on.
- Notify the teacher if I have to leave the class by typing in the discussion box. If I need to shut my cameras off, or be away from the keyboard, I must inform the teacher.
- Be actively involved in learning. I should attend each period and participate daily in all aspects of learning from completing assignments, working in breakout rooms, and attending all Zoom/Google Meet lessons.
- Remotely raise my hand if I have a question during a lesson.
- Reach out to a teacher if I need support.
- Take district assessments and complete assignments to the best of my ability. This may entail timed assessments while on Zoom, submission of photographs to verify my work, or other ways of submitting work - based on teacher directions.
- Submit assignments on time. If I am unable to submit an assignment in a timely fashion, I must inform the teacher.
- Email the teacher as soon as possible to let him/her know if there is a technology issue that does not allow me to complete my work; and my parent will complete a Remote Learning Technical Support form found on the district webpage.
www.bhpsnj.org/techsupport

As a parent, I can support Remote Learning by:

- Helping my child to build stamina by wearing a mask at home.
- Teaching my child about the importance of social distancing and hand washing.
- Calling the nurse's attendance line if my child is absent for any reason, regardless of remote participation or in-person participation
- Sustaining a healthy and productive partnership between our family, my child, and my child's teachers.
- Maintaining open and respectful lines of communication.
- Supporting independence by not appearing on Zoom/Google with my child. I will not attempt to interfere with a lesson, or record a lesson.
- Providing technical assistance and support, particularly if my child is in a younger grade level.
 - Reporting technology issues by going to the district website and completing a Remote Technical Support form to remediate the situation at www.bhpsnj.org/techsupport
- Purchasing an Art Supplies/MKM Supplies Kit to limit the sharing of materials both in-school and at home.
- Understanding that if I would like my student to return to in-person instruction, the request must be made in writing, and the change in instruction will take place on Nov. 1, Feb. 1, and April 1.