



**North Hanover Township
2020-2021
Virtual School Parent
Handbook**

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North Hanover Guiding Values and Vision

To ensure that all students are resilient, lifelong learners who achieve excellence and engage as twenty- first century citizens through effective instruction that is based on the New Jersey Core Curriculum Standards.

North Hanover Township School District is a forward- thinking district aiming to prepare our students for a rapidly changing world. We are a professional learning community with a keen focus on learning through collaboration, creativity, and leadership at all levels in the organization.

- 1. Our schools are safe and supportive environments where passion for learning and compassion for all living things are nurtured.*
- 2. Our curriculum is living and dynamic, rigorous, relevant.*
- 3. Our classrooms are highly interactive, inclusive and stimulating. They extend beyond the walls through easily accessible technology. Students learn through collaboration, communication, critical thinking and creative experiences.*
- 4. Our professional practice is rooted in research and based on individual student goals.*
- 5. Our staff members are highly motivated lifelong learners and leaders, empowered by professional collaboration, feedback and self-reflection.*
- 6. Our students learn and grow intellectually, artistically, technologically, physically, socially, with a focus on character development.*
- 7. Our Board of Education, families and community are connected, engaged, and supportive partners in the realization of our district mission.*

Attendance Policy & Absences

Attending school every day, on time, allows children to build a strong academic foundation and as well as develop positive relationships with peers. Consistency in a student's schedule is important for both in-person and remote instruction. Virtual students will follow the same policy for attendance as indicated by the BOE #5113. Students are required to attend and engage within the virtual platform every day, unless absent.

Attendance will be taken by the classroom teacher every morning on Google Classroom. Students will be asked to acknowledge the morning message as present by typing their name in the comment box. The student should acknowledge this by 9am. New Jersey's compulsory education law requires that students attend school, and requires schools to account for student attendance. Students are expected to attend school virtually every day that school is in session according to the North Hanover District Calendar (see attached). If a student is sick or unable to attend school virtually, parents should notify the office that morning before 9am. Please state your child's name, homeroom teacher, date of absence and reason for absence. The contact numbers for each individual school are listed below.

Endeavour & Discovery 609-738-6302

C.B. Lamb: 609-738-2630

Upper Elementary School: 609-738-2649

Materials

Virtual students in grades K-6 will be issued a District Supplied Chromebook to access course content and attend live instruction with instructors. Before picking up a Chromebook, you must sign the technology form on Genesis. Chromebooks will be distributed at the Meet the Teacher event by the homeroom teacher. If your student enrolls or transfers into the virtual school program after this time, the school will arrange for the Chromebook to be picked up at the front office after the form has been completed. Upon enrollment, students will also be given a bag of uncommon household items that may be needed to complete projects and or lessons. If you come across a problem with materials, please reach out to your homeroom teacher who will assist you or provide you with an alternative.

Student Expectations

- Students are expected to complete daily assignments in a timely manner. Teachers will be planning lessons based on the student's level of mastery and will review daily assignments to inform them about each student's progress.
- Students are expected to participate in live instruction whenever possible.
- Students should only open tabs or programs on the computer that relate to the work of the day. Students should not have unrelated tabs open during instructional time to minimize distractions.
- Students should refer to their teacher's announcements in Google Classroom each morning, so they can prepare the materials they need for that day's lessons.

Parent Expectations

For our virtual/remote learners, parents are in-home teachers and facilitators. We ask that parents partner with us to promote academic success. Parents should reach out to their classroom teachers as needed to support their student's academic and social emotional needs. Most lessons will have teaching notes for parents in the event that something is not understood.

Additionally, the district has a partnership with tutor.com. This valuable service, which is accessible to all North Hanover students, can be used for on-demand, live, interactive tutoring on any topic 24 hours a day, 7 days a week. To access this free resource, sign in with your login credentials at [tutor.com/login](https://www.tutor.com/login). If you do not have your login information, please contact your school's principal for assistance.

Daily Procedures

Every morning, your child should first access Google Classroom for the morning announcements. Teachers will provide their classroom codes in a direct email. Please use that code to join their classroom. Students will be able to see the link to morning meetings, any live instruction, student conferences, or small group instruction.

Students should acknowledge the morning announcement by typing their name below the announcement. Caregivers are encouraged to clearly define their student's daily schedule and keep a calendar that outlines live lessons, individual conferring times, and small group instruction.

Most students will meet live with their teachers two or three times a day. When students are not in a live lesson, they will be working on independent assignments in Calvert. If your student is struggling with their independent work, please reach out to the teacher who will have the ability to provide

you with strategies to help them and or an alternative assignment based on your student's individual learning needs.

Communication

Virtual teachers will be communicating with students using Google Classroom. A morning message will be posted each day, along with links students will use to access live small groups or 1:1 sessions with the teacher. An end-of-day message may be posted with pertinent information. Should there be any technical issues with the Calvert program, students should check their Google Classroom for further instructions and/or information from the teacher.

Schedule

Families are encouraged to establish a daily schedule that fits their needs, while ensuring students have the maximum opportunity to participate in small group instruction and live lessons. Families should consider developing a master schedule for all students attending the virtual school.

Teachers will do their best to maintain a regular and predictable schedule of small group and 1:1 live meetings. However, these will change as student needs develop and new groups are formed. If there are scheduling conflicts with a student's live meeting times, please contact the teacher immediately.

Please keep in mind that live instruction can only occur during the teacher work day and families should expect to be available during that time. If your family situation prevents your child from participating during school hours, please immediately contact your child's teacher and/or principal to discuss options.

The below schedule is a sample that teachers will use as they create their individual classroom schedules. It is intended solely to give families an idea

of what the schedule may look like as well as which lessons will be live or recorded and what the students' responsibilities will be for each subject area. Your student's actual schedule may look different based on the small group and live instruction the teacher arranges with families.

Sample Student Schedule - K-6			
Sample Times	Subject Area/Activity	Teacher Responsibilities	Student Responsibilities
9:00 - 9:20 AM	<ul style="list-style-type: none"> Responsive Classroom Morning Meeting 	<ul style="list-style-type: none"> Whole Group Live with Teacher 	
9:20 - 9:25 AM	<ul style="list-style-type: none"> Snack/Movement Break - Select from PE Choice Board 		
9:25 - 10:55 AM	<ul style="list-style-type: none"> ELA Mini Lessons (Reading, Writing, Foundations) ELA independent activities & small group instruction 	<ul style="list-style-type: none"> Small Group Instruction 1:1 Conferring 	<ul style="list-style-type: none"> Recorded Teacher Lesson Independent Work (Including Calvert) Scheduled Small Group/1:1 Zooms with Teacher
10:55 - 11:00 AM	<ul style="list-style-type: none"> Snack/Movement Break - Select from PE Choice Board 		
11:10 - 12:10 PM	<ul style="list-style-type: none"> Mathematics Mini Lesson Math independent activities & small group instruction 	<ul style="list-style-type: none"> Small Group Instruction 1:1 Conferring 	<ul style="list-style-type: none"> Recorded Teacher Lesson Independent Work (Including Calvert) Scheduled Small Group/1:1 Zooms with Teacher
12:10-12:15 PM	<ul style="list-style-type: none"> Snack/Movement Break - Select from PE Choice Board 		
12:15-12:45 PM	<ul style="list-style-type: none"> Science or Social Studies 	<ul style="list-style-type: none"> Small Group Instruction/1:1 Conferring (as necessary) Recording of lessons <i>Teacher Office Hours for Parents and Students</i> 	<ul style="list-style-type: none"> Calvert Lesson <ul style="list-style-type: none"> Completed independently to fit student/family schedule
12:45 - 1:15 PM	<ul style="list-style-type: none"> Special Area Lesson 	<ul style="list-style-type: none"> Small Group Instruction/1:1 Conferring (as necessary) Recording of lessons <i>Teacher Office Hours for Parents and Students</i> 	<ul style="list-style-type: none"> Recorded Teacher Lesson Corresponding Activity and/or Response <ul style="list-style-type: none"> Completed independently to fit student/family schedule
1:15-1:30 PM	<ul style="list-style-type: none"> Movement Break - Select from PE Choice Board 		

Teacher Schedules

Teachers will be encouraged to keep a consistent schedule for both student conferences and small group instruction. The teacher will post their weekly schedule to parents the week before the highlighted times for live instruction, small groups and individual student conferences. If your student is unable to attend a live session the teacher will record the lesson whenever possible. If your student has to miss a small group or individual conference with an instructor, please report this directly to the teacher prior to the session.

Live Sessions

North Hanover Virtual School will integrate both live and recorded (on-demand) instruction. This will allow caregivers to be flexible, as well as ensuring student's academic success. Teachers will provide a schedule of live lessons and will record them when applicable. This will allow students to refer back to them if they were unable to attend. Attending live sessions, particularly small group instruction and student independent conferences, is vital for student success and should be prioritized by the person assisting the student at home.

Live sessions will be conducted via Zoom, Google Meet, or GoGuardian. Students are encouraged to have their cameras on, but will not be penalized for having them off. The student camera works best when utilizing a wall as a background to limit distractions. Students will be instructed on how to use these online programs in the first week of school. They will be utilizing features such as 'raising hand', muting, and following links from the chat box.

Small Group Instruction

North Hanover virtual students will be instructed through recorded and live instruction. Students will also have ample time with instructors in a small group live session to work on learning objectives and targeted skills. These lessons may be for remediation or for extension purposes. Small group instruction sessions should be scheduled in coordination with families to improve the ability of students to attend and participate regularly. If your student cannot attend their regularly scheduled small group instruction, please contact the teacher.

Special Area Courses

Students will be provided World Language, Art, Music, PE, & Technology on a rotating basis once a week. These specialists will be uploading lessons onto the virtual learning platform and will appear on the student's schedule. Students should expect to view a lesson from the special area teacher and complete an activity or submit a response. Special areas continue to be an important part of each student's day. In the Virtual School environment, they are intended not only to further students' learning within the subject area standards but to also provide a creative and/or active learning experience.

Platform for Instruction

North Hanover Township School District has partnered with Edmentum Online Learning programs to provide a platform for student instruction. Students will complete lessons within the platform that has both parent and student supports built in. Teachers will be able to customize lessons to meet the unique needs of their students. The program will guide whole group instruction as well as maintain consistency and high expectations for

both in-person students and remote students. Due to our teachers having the ability to customize lessons, **students should not be working ahead.**

Other Websites

Teachers are encouraged to use learning websites that connect directly to Google Classroom to prevent additional logins and passwords. For ease of use, it is suggested that students use their Google Chromebook for school activities and be signed onto their Google Classroom before they start working on independent work. This will allow students to easily link to other websites.

Teacher Conferences

North Hanover School District recognizes that the caregivers' participation in a virtual learning environment is the key to success. We acknowledge that our virtual teachers will be working closely with you to target your student and family's unique and individualized needs. Please do not hesitate to contact your student's teachers as needed. Formal conferences will be scheduled for all students in early November.

Academic Support

Intervention

Students who are working below grade level or who are missing essential skills will be identified by their homeroom teacher through both formative and summative assessments. The teachers will work closely with the academic support team to provide targeted lessons within a small group or on an individual basis to meet students' current educational needs. The structure of the Virtual School was strategically designed to provide ample time for teachers to conduct small group instruction and intervention as necessary. The teacher will support the caregiver at home by providing

strategies to help the student access grade level materials and make academic progress. If further support is needed, the teacher will refer the student to the intervention and referral committee. The intervention and referral committee will review the student's progress and develop individualized goals as well as additional strategies to meet the students learning needs.

Extension Activities

Teachers will have access to various tools to extend lessons for students. The Edmentum platform of instruction, Calvert, has embedded projects to extend students' learning. Students are encouraged to be creative on projects and to think outside of the box. In addition, teachers will be providing small group instruction and identifying students who may need enrichment or extension activities. Teachers will focus on providing extension projects and activities that encourage students to dive deeper and develop more complex understandings within the grade level standards. Parents are also encouraged to use Exact Path, which is a personalized learning platform offered to all North Hanover K-6 students.

ESL

Eligible ESL students will continue to receive services as designated by the NJ Bilingual Code. The ESL teacher will assess students early in the school year to determine students' levels of English proficiency and program eligibility due to the cancellation of the 2019-2020 ACCESS test. Parents will be contacted to schedule ESL testing, and information is forthcoming.

The ESL teacher will coordinate with classroom teachers and families to schedule instruction based on each student's language needs. Please contact Mrs. Alyssa Danley (adanley@nhanover.com) with any ESL program related questions.

Special Education Service Delivery

Special Education Teachers will read and understand all services, modifications and accommodations in students' IEPs. Instruction will be individualized based on the student's disability, needs, and skills. Teachers will remain as close to grade level expectations and standards as possible. Instruction will be delivered in accordance with the following guidelines:

Special Education Teacher will provide Google Classroom daily schedule, which must include the following:

1. Calvart link
2. Exact Path link
3. Additional programs links, i.e., Learning Ally, Reading Eggs, Reading A-Z, Pearson
4. Foundations - Word Their Way
5. Teacher-created materials
6. Link to 1:1 Zoom or live lesson

Special Education Teachers are expected to collaborate with grade level colleagues to include all classified students in general education activities as much as possible. The students should feel as though they are included in a larger group of students and not secluded in a special education group.

Pre-Kindergarten Virtual School

The Tools of the Mind Curriculum has created a Tools Portal for teachers, students, and parents. This portal is a great way for teachers to connect with their students by incorporating all Tools of the Mind activities online. Communication between teacher and parent is easier because teachers will be able to send out classroom notes to all parents or communicate one

on one. The portal is helpful to parents since it provides many resources and suggestions to keep their child's social learning at its best.

Trimester Changes After Winter Break

Parents selections for in-person or remote learning are “permanent” until the end of the first trimester. In late November, you will receive another survey to indicate if you prefer to change from one learning mode to another. Those changes will take effect when students return from winter break.

Grading

Virtual students will continue to receive their grades on Genesis. The instructional platform does have automatic grades embedded within the program. Teachers will use this as a guide to plan future lessons. Teachers will continue to use a standards-based report card to communicate student progress. Parents can find more information on standards-based report cards on the [district home page under curriculum](#).

Assessments

Virtual students will be administered the same assessments as in-person students whenever possible. Parents should understand that accurate assessments administered by the teacher enable the teacher to make instructional decisions for the student and should not be viewed as ‘pass’ or ‘fail’. Teachers will be administering standards-based assessments as well as reading and math inventories to plan for instruction as well as extension and remediation.

Technical Support

Students who are experiencing difficulty accessing the resources and lessons posted or shared by teachers should first ask the teacher for assistance. If it is a problem with hardware or software, technical support may be needed.

- If the problem is with the internet connection, please contact your internet service provider and inform your child's teacher of the outage as soon as you can. If you do not have a means to reach your teacher without the internet, please call the school.
- If the problem is with the device your child is using, and that device is issued by the school district, please contact your teacher or principal.
- If you need direction about how to use Google Classroom or the Edmentum platform, please view these [resources](#).

The district is currently scheduling virtual parent orientation sessions to help families understand, and feel comfortable navigating, the Edmentum platform. Information regarding the scheduling of the sessions is forthcoming.

Lunch Pick-Up

The North Hanover Township School District is providing five day supply packages of "grab and go" bags of lunch and breakfast to ALL students at no charge through December 31, 2020. However, parents must still fill out a free/reduced lunch application and submit it to fmulryne@nhanover.com or mail to: North Hanover School District, 331 Monmouth Road, Wrightstown, NJ 08562.

To place your order for lunch and/or breakfast, please follow the link below, which is specific to students attending school remotely.

[Remote Student Order Form](#)

The packages will be available for pick up at UES and Endeavour Elementary School every Tuesday between 10:15-12:00.

Your student's school of attendance does not matter; you may come to either location. Your student does not need to be present nor do you have to have funds in your lunch account.

For those picking up at UES, please pick up your grab and go bags at the front of the board office. For those picking up at Endeavour, please pick up your grab and go bags at the parent drop off/pick up location outside of the preschool wing.

Weekly meal service pick up will be held every Tuesday from 10:00 am - 12:00pm. Pick up procedures at each location will remain the same as described above.

Please place your order by Thursday at 12:00pm PRIOR TO THE UPCOMING WEEK. We appreciate you filling out your contact information for each order, so we can easily contact you with any issues or changes in meal pick up. Please fill out the form for ALL of your children EACH week.

****MENU IS SUBJECT TO CHANGE.** During this time of COVID, there may be manufacturer shortages which require us to make a substitution. If a substitution needs to be made, we will do our best to choose the most nutritionally similar item.

Any questions can be directed to Darlene Barney, Food Service Director at 609-738-2646 or dbarney@nhanover.com.

Contact Information

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