



# PERTH AMBOY PUBLIC SCHOOLS

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Dear Perth Amboy Public School Community,

I hope that you and your family are doing well. Welcome to the 2020-2021 School Year. Please find below some of the most salient points from the District's All-Remote Guidelines and Expectations that students, staff, and parents must follow to have a vibrant, engaging, and productive all-remote learning environment.

## **All-Remote Learning Guidelines and Expectations for Students:**

Pending approval by the Middlesex Executive County Superintendent of Schools, all students participating in "all-remote learning" will :

- Receive online instruction five days a week as per district calendar.
- Have access to a full day of remote instruction that is reflective of their regular full day schedule. School Principals will share student schedules with their respective families.
- Receive remote instruction via Google Meet and Google Classroom applications. School principals will share with parents their children's Google Classroom codes on or before September 8, 2020.
- Have access to instructional materials and online programs and resources. The district has placed orders of textbooks, supplies, and consumables that will facilitate remote instruction. Once these materials and resources are delivered, the school principals will notify families when these materials and school supplies can be picked up from the school. In order to adhere to social distancing protocols, we will follow a distribution schedule similar to the one we followed during the distribution of Chromebooks.
- Have access to a district issued device (Chromebooks or I-pads). The district has distributed Chromebooks to all students in grades Kindergarten through Twelfth grade. The district has purchased I-pad devices for Pre-K students and Chromebook devices for incoming kindergarten students. I-Pads and Chromebooks will be distributed as soon as they are delivered to the district. As of today, devices for incoming kindergarten students were successfully distributed. Pre-K Principals will notify families when they can report to the building to pick up their I-pad devices.
- Be provided with internet access when needed. The district has purchased and distributed MiFi internet devices to all families that indicated in the district survey that they did not have internet access at home.
- Have their cameras on and remain visible during the entire remote instructional period. For example, no avatars are allowed and cameras should not be pointed to the ceiling.
- Cognizant that district and school administration will periodically attend and visit remote classrooms to ensure that all supports are in place to facilitate robust and vibrant remote instruction.

- Remain online and logged into their Google Meet while working independently on class assignments. Teachers and support staff will be available in real time to answer any questions as needed.
- Be expected to use Google Meet neutral screen backgrounds to protect the privacy of their homes.
- Adhere and comply with all applicable Board policies governing the use of technology.
- All student attendance will be taken in Infinite Campus before 9:00 a.m. and after lunch in grades preK-4, and attendance will be taken period by period in grades 5-12. Students must be visible and on-time to all periods as reflected in their building/grade level schedule.
- Absences and lates will be reported to building administration for further action as outlined in the District's Attendance Policy.
- Follow the Student Code of Conduct at all times. School administration will ensure follow ups and supports take place as needed by:
  - Phone Calls: Parents will be contacted by designated staff members should an infraction occur.
  - Counseling Support: Counselors will provide support to students and families through responding to crisis, individual counseling, group counseling, and connecting families with community resources.
  - Home School Liaison Support: Home school liaisons will work with families that have been affected by crisis. They will also assist in connecting families to appropriate community resources.
  - Parental Support/Communication: Educators will continue to look for methods to maintain lines of communication between the school and the home through phone calls, email, online communication platforms, and remote Parent/Student/Teacher Conferences.

**All-Remote Guidelines and Expectations for Staff:**

All Staff participating in “all-remote teaching” will:

- Follow a full day schedule that reflects their respective building's full day schedule.
- Report to school as needed and as directed by their Supervisor or School Principal. Proper notification will be provided by the school principal. Social distancing protocols and health and safety guidelines will be adhered to whenever staff is asked to report to the school building.
- Participate in remote Back to School Nights as scheduled. School Principals will provide a detailed schedule to staff and parents.
- Participate in Parent Conferences as scheduled. The School Principals will be sharing with parents and staff a detailed schedule.
- Participate in professional development opportunities during PD days, PLCs, and after school staff meetings as per the district's Professional Development Plan.
- Conduct instruction using Google Meet, Google Classroom, and other pertinent Google apps. Differentiated professional development and support will be provided to staff throughout the year as needed.
- Share with parents their email and contact information so that parents can contact teachers when needed. Technology support will be provided to staff to set up their respective Google Voice accounts which will allow staff to call/receive calls from parents while protecting the privacy of their actual phone number.
- Have their cameras on and remain visible with a neutral screen background during remote instruction. Students must see their teachers as they deliver instruction. Staff will remain available in real time to provide assistance, answer questions, and model as needed while students work on independent or guided work assignments.

- Record the all-remote initial instructional session so students and/or parents can access or reference it later.
- All special area classes at the elementary and middle school level, such as, art, music, technology, physical education, media, etc., will be scheduled for all students following a regular day and week schedule as much as possible.
- Engage students in learning during remote instruction. All certified staff are responsible for planning and delivering highly engaging and rigorous lessons by maximizing online resources available to increase the level of student engagement during remote instruction. All certified staff must keep a pulse of the lesson by calling students by name, checking on them frequently and personally, facilitating peer-to-peer interactions, facilitating break out rooms, making collaboration and communication fun, and by giving students a sense of belonging. These are just a few of the many ways to engage students in remote learning.
- Be available during their contractual hours to respond to students' and families' questions and/or concerns.
- Conduct parent calls and follow ups on students who are not joining in remote classes.
- Alert their building administration and the school's Technology Support Team of any technical issues preventing students from participating in remote instruction.
- Alert their building administration of any student safety concerns immediately.
- Have a webpage on their school website with contact information, availability, and resources for parents and students. Web Pages must be updated by Monday September 14, 2020.
- Take student attendance by 9:00 a.m. and after lunch every day on Infinite Campus for all Pre-K and Elementary School students.
- Take student attendance each period every day on Infinite Campus for all Middle and High School students.
- Adhere to the District Grading Policy.

### **All-Remote Guidelines and Expectations for Parents/Guardians:**

Parents/Guardians will:

- Ensure that students follow their full day schedule.
- Ensure students have their cameras on and that students are visible during the entire remote instruction session
- Have access to Google Classroom codes, teachers' email address, and contact information. Staff will make this information available by/before September 8, 2020.
- Ensure students remain online while working independently on work assignments.
- Preclude themselves from recording any session or posting any session to any websites or social media site. Recording virtual lessons and instruction between the teacher/instructor and students is a violation of Board of Education policies.
- Adhere and comply with all applicable Board policies governing the use of technology.
- Be cognizant that all Board policies, regulations, and procedures, including the Student Code of Conduct, are applicable in the virtual setting. If it would not be acceptable in the physical classroom, then it is not acceptable in the virtual setting.
- Assist younger students to log on. Once a student is logged in, parents/guardians are not to engage in the virtual classroom setting. Parents are not to respond to student questions or interact with the class.

- Be cognizant that conversations they have off screen may be picked up by the microphone and can be heard by the class.
- Ensure that neutral screen backgrounds are set up to protect the privacy of each home.
- Monitor their child's daily attendance and grades via the Parent Portal on the school website. If a parent is not registered for the Parent Portal, please contact your school's Home School Liaison for assistance.
- Reach out to their school principal for any questions, concerns, and suggestions to best serve students during remote instruction.
- Complete district surveys throughout the school year to give their input on the quality of remote instruction. Parent feedback will be used to ensure remote learning is robust and vibrant for all students.

Thanks in advance for your ongoing support and understanding. If you have any questions, please do not hesitate to reach out to your school principal.

Sincerely,

*Dr. Vivian Rodríguez*

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Assistant Superintendent of Curriculum and Instruction