

GLOUCESTER CITY SCHOOL DISTRICT
CYBER INSTRUCTIONAL PLAN
STUDENTS WILL WORK FROM HOME
TEACHERS WILL WORK FROM SCHOOL

GENERAL EXPECTATIONS

Process For Assigning Work Remotely

Work should be posted by faculty by 8:00 am each day. Work should be posted on google classroom with all relevant links.

Self - Contained Classrooms

Each self-contained classroom will have an especially designed instruction based on the needs of individual students. Schedules will include: individualized instruction, live lessons, home assignments, related services sessions and teacher office hours.

Early Childhood Center

Pre K

Each class will be subdivided into multiple teams. Each school day, teachers will provide 45-60 minutes of on-line interaction/instruction with each team--there will be multiple sessions per day. In addition, teachers will regularly post videos to address topics such as morning routines, sharing stories, counting with students, social emotional wellness, music, and exercise.

COLD SPRINGS SCHOOL (K -3)

The schedules below were designed to allow the most flexibility and to encourage participation in remote instruction. It was designed to allow students, when unable to attend their normally assigned block, the option to attend a different session.

Team Blue and Team Green (AM Session)

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|--|--|----------------------|--|--|
| 8:45AM-9:30AM | Math | Math | Sci/SS | Math | Math |
| 9:40AM-10:25AM | ELA | ELA | Small Group Meetings | ELA | ELA |
| 10:35AM-11:00 AM | Reading/Fundations | Reading/Fundations | Small Group Meetings | Reading/Fundations | Reading/Health |
| 11:10AM-11:45 AM | P.E. (K) Art (1) Music (2) P.E. (3) | P.E. (1) Art (K) Music (3) P.E. (2) | TAG (2) | P.E. (3) Art (2) Music (1) P.E. (K) | P.E. (2) Art (3) Music (K) P.E. (1) |

Team Gold (PM Session)

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|--|--|----------------------|--|---|
| 12:00AM-12:45PM | Math | Math | Sci/SS | Math | Math |
| 12:55AM-1:40PM | ELA | ELA | Small Group Meetings | ELA | ELA |
| 1:50AM-2:15PM | Reading/Fundations | Reading/Fundations | Small Group Meetings | Reading/Fundations | Reading/Health |
| 2:25AM-3:00PM | P.E. (K) Art (1) Music (2) P.E. (3) | P.E. (1) Art (K) Music (3) P.E. (2) | TAG (3) | P.E. (3) Art (2) Music (1) P.E. (K) | P.E. (2) Art (3) Music (K) P.E.(1) |

Notes: Homeroom teachers instruction time (M, T, W, R, F) --3 hrs 50 mins = 230 minutes

All Teacher Prep: 8:00 - 8:40 AM = 200 minutes

Homeroom teacher lunch: 11:05 - 11:55 AM (may vary)

Special Area lunch: 12:05 - 12:55 (may vary).

Note: Any student unable to attend a particular class is expected to complete Google Classroom posted assignments -- may include recorded lesson, videos, specific work.

Note: Morning and Afternoon Session: Morning Schedule is repeated in the afternoon for students who are unable to attend the morning session.

Instructional Plan:

1. Create & Share Student Schedule with Visuals (PK & K), Student Schedule (1-3) & Parent Schedule for Daily Activities
 - a. [Student & Parent Sample Schedule](#)
2. Utilize Google Classroom as Our School-Wide Platform
 - a. Utilize YouTube Videos or Personalized Videos to Provide Parent & Student Tutorials on How to Manage Technology Resources
3. Instruction:
 - a. Greet, Video, Do, Meet Lesson Plan Template
 - i. Video: Teachers will post the direct instruction portion of the lesson to their Google Classroom account via Kami or YouTube on a daily basis.
 1. Teacher will post a video for Math, ELA, and Foundations M,T,R, & F and Sci/SS on W.
 2. Video is not to exceed 7 minutes.
 - ii. Do: Independent Practice
 1. Posted to Google Classroom for each subject on a daily basis.
 - a. Use Kami to provide feedback
 - iii. Meet: Schedule Small Group Meetings to clarify misunderstandings and target specific skills.
 - iv. Special Areas:
 1. Create a Google Classroom per Grade Level
 2. Assignments per Week
 - a. PE - 2
 - b. Art - 1
 - c. Music - 1
 - d. TAG - 1
 - v. Note: Health will be integrated into the ELA or Reading block. Health will be a graded subject.

GLOUCESTER CITY MIDDLE AND HIGH SCHOOLS
GRADES 4 THROUGH 12

Students will follow the shortened day schedule below. They are required to log in/attend each class. In addition, all assignments will be posted in the Content Area Google Classroom.

| | Start Time | End Time |
|-----------------|-------------------|-----------------|
| Homeroom | 7:55 AM | 8:01 AM |
| Period 1 | 8:05 AM | 8:32 AM |
| Period 2 | 8:35 AM | 9:03 AM |
| Period 3 | 9:08 AM | 9:35 AM |
| Period 4 | 9:40 AM | 10:07 AM |
| Period 5 | 10:10 AM | 10:37 AM |
| Period 6 | 10:40 AM | 11:07 AM |
| Period 7 | 11:10 AM | 11:37 AM |
| Period 8 | 11:40 AM | 12:07 PM |
| Period 9 | 12:10 PM | 12:37 PM |

Students will have a lunch period/break (mid schedule).

Teachers Office hours: 1:20 - 3:08 PM

(Teacher would have prep and lunch time during the period assigned on their schedule).

See Appendix A

APPENDIX A

2020-2021 Instructional Expectations

Full Remote Instruction

- Teachers and students will follow the early dismissal class schedule. Afternoons (1:20 to 3:08 p.m.) will be utilized for lesson design and providing additional support to students individually or in small groups via Google Meet.
- All instructional materials must be housed in the teacher's Google Classroom. This includes assignments, pre-recorded videos, Google Meet links, resources, etc.
 - This spreadsheet will also include times of the week that you are (voluntarily) available to support struggling students via Google Hangouts - common lunch, after school, etc.
- Steps to take for students who consistently do not attend synchronous learning sessions and/or keep up with assigned course work:
 - Contact their guardian upon the first occasion of the student not attending without providing notification.
 - Inform the student's counselor (and case manager for classified students) via the shared Google Sheet that administration will create. This will permit us to more efficiently and effectively track non-participants and how we are confronting them
- Special Education:
 - Inclusion pairs must remain in daily contact with each other.
 - Teacher-paraprofessional pairs must remain in daily contact with each other.

All Instructional Models

- We encourage the continued utilization of the following instructional approaches when appropriate:
 - [Understanding by Design](#) - Design each unit, week, and lesson with the desired outcome (skills mastered, knowledge achieved, etc.) in mind.
 - Stage 1: Identify the desired results
 - Stage 2: Determine evidence that will indicate the desired results
 - Stage 3: Plan learning experiences and instruction
 - [Flipped Classroom](#) - utilizing recorded instructional videos as homework and time physically in class to work towards realizations and through misunderstandings as they complete assignments, labs, and assessments.
- All instructional materials should be posted to Google Classroom by 8 a.m. each day for students on remote instruction.
- When designing learning activities and assessments, we must be conscious of the new forms of plagiarism that exist within these new forms of instruction and learning. Any plagiarism concerns should be communicated upon the first occurrence to the student's parents and administration.
- No matter what instructional models we progress through this school year, we know that students respond well to routine.

- Students should be encouraged to attend live classroom instruction. Student attendance should be taken in PowerSchool by 3 p.m. on the subsequent day. A student who has completed the previous day's assignments should be marked present (even if they were not able to attend the synchronous learning sessions). Main office secretary must be notified of any student attendance changes beyond this point
- Teachers must keep their gradebooks up-to-date per the District Staff Handbook.
- Department Chair meetings will be held weekly. Information shared will be turn-keyed to all departments weekly. All concerns should be communicated to your department chair to maintain the highest quality communication.
- Staff should check their email a minimum of three times per day. All students, families, and staff should identify email as the quickest mode of communication.
- Lesson plans will remain due at 9 a.m. on Monday mornings beginning Monday, September 8th.
- Unique courses in which remote instruction is particularly challenging should be discussed with the Department Chair/Instructional Supervisors (GMS) and administration in August to investigate all possible solutions.
- Flexibility will continue to be key as students, families, and staff navigate unique challenges presented by COVID. Anyone experiencing extenuating circumstances is encouraged to seek the support of their Department Chair and administration as soon as possible.

*This plan is subject to change due to DOE mandates.