



EAST GREENWICH TOWNSHIP SCHOOL DISTRICT

SAMUEL MICKLE BUILDING, 559 KINGS HIGHWAY, MICKLETON, NJ 08056

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Andrea Evans, Superintendent
Gregory Wilson, Business Administrator

W. Todd Jones, President of the Board of Education
Dr. Kimberley Chiodi, Director of Curriculum & Instruction

September 7, 2020

Dear East Greenwich Township Families,

I hope you are enjoying the last unofficial day of summer 2020. This summer has been devoted to reinventing how we educate our students, and we are so excited about the possibilities that begin tomorrow!

We recognize this is a new back to school experience for our students and staff, and we have responded by prioritizing our focus areas. Our students and staff will be adjusting to new schedules and new learning environments, and we will gradually introduce academic demands. During the first few weeks of school, we are focused on acclimating students back into school day routines. This will also allow families to develop home routines that reflect your student's learning environment.

The following are our priorities for the first weeks of school:

- Building a classroom community and getting to know our students
- Teaching health and safety procedures
- Teaching Google Classroom login and navigation

While we are eager to begin teaching new skills, we know that teaching and learning are most effective in a classroom environment with established routines and procedures where the students feel comfortable with each other and their teacher(s). Teaching of new skills will be introduced gradually to ensure our students are ready to assume the academic responsibilities.

Expectations for Learning

Our hybrid and 100% remote learning models reflect changes from spring 2020. Google Classroom will be used as our learning platform in grades B through 6. Students will be able to access assignments and links for live lessons through this platform. If you would like to become more familiar with how to login and use Google Classroom, please view a tutorial linked below:

[Google Classroom Tutorial, Grades B-2](#)

[Google Classroom Tutorial, Grades 3-4](#)

[Google Classroom Tutorial, Grades 5-6](#)

Google Classroom provides the opportunity to continue instruction virtually, and as such, it is an extension of the physical school buildings. Therefore, the district Code of Conduct and classroom procedures/ rules are in effect during all live, virtual instruction. Please note that live, virtual instruction is for students only. Here are some tips to assist your student in an engaging, productive Google Meet:

JENNIFER CONNELL
Jeffrey Clark School Principal
(856) 423-0613 ext. 1020
(856) 423-9186 - fax

BETH ANN GODFREY
Child Study Team Supervisor
(856) 423-0412 ext. 1039
(856) 224-0144 - fax

JESSICA LOGGIA
Interim Samuel Mickle School Principal
(856) 423-0412 ext. 1080
(856) 423-8116 - fax

Before Your Meet:

1. Make sure your device is charged.
2. If you need any materials, such as a book, notebook or pencil, have them ready.
3. Use the restroom.
4. Make sure your dress is school appropriate.
5. Find a bright, quiet place to participate. Sitting at a table provides a hard surface for your Chromebook and room to spread out your materials.

During Your Meet:

1. Be on time.
2. Turn your video on.
3. Mute your microphone when you are not talking. This helps limit background noise.
4. If you have headphones, please wear them. This helps limit background noise.
5. Wait your turn for your teacher to call on you.
6. Use the chat when your teacher gives permission.
7. Be respectful and kind when interacting with others.
8. Please do not eat during the meet.
9. Recording or taking photos during the meet is prohibited.
10. Cell phone usage is prohibited.

After Your Meet:

1. Work on your assignment.
2. Put away your materials.

If your student experiences technical difficulties logging into Google Classroom, please email your student's teacher or contact the main office directly.

Students will have a prescribed daily schedule to follow, and they will be expected to participate in all scheduled Google Meets. Teachers in both learning environments will be following the district curricula and using the district-approved resources. More small group instruction is incorporated into both models' daily schedules to provide additional time for teachers to individualize feedback and differentiate instruction.

In the hybrid learning environment, students will have a combination on in-person instruction, virtual instruction and independent tasks.

- On in-person days, instruction ends with dismissal. After arriving home, students have time for lunch and recess. Students are not required to participate in any additional live sessions. On these afternoons, your student's teacher is holding live, virtual Google Meets with students in the other cohort.
- On virtual days, students will engage in a combination of scheduled, live meets and independent tasks. Lunch and recess are included in your student's schedule.
 - Scheduled, live, virtual sessions include:
 - Sanford Harmony (Social Emotional learning)
 - Special Areas
 - Basic Skills or SOAR (will begin the second week of school)
 - Small group time with teacher (s) (This is scheduled in the afternoon. A consistent schedule will be provided by your student's teacher(s) in the next 2 weeks. This provides time for teachers to get to know students and create groups.)
 - Independent tasks may include:

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- Paper and pencil activities to practice and/or review
- Watching a video to preview or practice
- Logging into a digital platform, such as IXL, and completing a session
- Continuing work on a task assigned during in-person instruction
- Homework

In the 100% remote learning environment, students will have a combination of live, virtual instruction and independent tasks.

- Students will engage in a combination of scheduled, live meets and independent tasks each day. Lunch and recess are included in your student's schedule.
 - Scheduled, live, virtual sessions include:
 - Sanford Harmony (Social emotional learning)
 - ELA, Math, Science and/or Social Studies
 - Special Areas
 - Basic Skills or SOAR (will begin the second week of school)
 - Small group time with the teacher(s) up to twice per week in the afternoon. (A consistent schedule will be provided by your student's teacher(s) in the next 2 weeks. This provides time for teachers to get to know students and create groups.) On the afternoons your student is not scheduled during small group time, he or she has open time in his or her schedule.
 - Independent tasks may include:
 - Paper and pencil activities to practice and/or review
 - Watching a video to preview or practice
 - Logging into a digital platform, such as IXL, and completing a session
 - Continuing work on a task assigned during virtual instruction
 - Homework

Assessment and Grading

The district is committed to using assessments which result in meaningful, actionable information at the district, grade, classroom or individual level and drive instructional decision-making.

Given the additional constraints on instructional time this year, we have elected to temporarily pause our fall administration of the Measures of Academic Progress (MAP) and Fountas and Pinnell Benchmark (F&P). While the data is valuable, we feel we are able to use other measures to capture this information.

Our students in first through sixth grade will take the Link It! fall benchmark in math and reading. This is a non-graded assessment which provides teachers with a starting point for standards-based instruction. Our students in Beginners through third grade will also take Aimsweb. Aimsweb is a non-graded battery of short tests designed to assess early literacy skills.

We will also continue to use our traditional assessments such as quizzes, tests and projects in accordance with the grading policy. Based on your student's learning environment, he or she may take some or all assessments virtually at home.

Assessing is an integral part of the teaching and learning process, and accurate information results in sound instructional decisions for our students. We respectfully ask that you allow your student to complete assessments independently. While your student may need assistance or struggle with a specific skill, it is essential that the teacher see your student's work as his or her own. This is a productive struggle which will result in adjusted instruction, reteaching and/or support for your student.

Attendance & Illness

New Jersey requires students attend 180 days of school, and this applies to both the hybrid and 100% remote learning models. As a result, attendance will be taken daily during homeroom for in-person hybrid students and 100% remote students. On hybrid students' remote days, attendance will be taken during Sanford Harmony. Students are expected to participate in all live, scheduled meets until the end of their instructional day. Should a student not participate in all live, scheduled meets, his or her attendance will be adjusted.

We strongly encourage you to keep your student home if he or she is sick. Please notify the main office by 9:00am of your student's absence:

Jeffrey Clark main office~ 856-426-0613

Samuel Mickle main office~ 856-423-0412

If your student is sick and unable to participate in remote instruction, please email the teacher and notify the main office by 9:00am of your student's absence:

Jeffrey Clark main office~ 856-426-0613

Samuel Mickle main office~ 856-423-0412

Medical notes for absences may be dropped off, emailed or scanned to the school nurses at:

Jeffrey Clark School Nurse, Christine Calhoun~ calhounc@eastgreenwich.k12.nj.us

Samuel Mickle School Nurse, Michele Brown~ brownmi@eastgreenwich.k12.nj.us

If your student is required to quarantine, he or she will continue to receive instruction remotely. If your student is in the hybrid model, he or she will participate in all virtual activities, such as the morning Sanford Harmony lessons and scheduled live, virtual small group sessions. If your student is in the 100% remote model, he or she will participate in all virtual activities as normal. If your student participates in the above instruction, he or she will be marked present while quarantining. Please comply with a health care provider or Department of Health worker's order to quarantine. If you have questions about this process, please contact your student's main office for more information.

As we leave the summer behind, we embark on this new journey together. We look forward to welcoming our students to the 2020-2021 school year tomorrow!

Sincerely,

Andrea Evans

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