



will be available

students with meaningful learning experiences aligned to curriculum and connected to standards. While students can choose to complete their daily NJSLA based assignments at any time of day convenient for their family it is highly recommended that they do a portion of their learning while teachers are holding “office hours” from 9:00AM to 11:00AM every regularly scheduled school day, providing support via email and Google hangouts as needed. Student work or logging into the Google Classrooms or related online product will serve as evidence of school attendance. Teachers will indicate the due date on any work that requires submission.

**Responsibilities: 6-8**

In the event that schools are required to close per the Department of Health, Clifton Middle Schools will provide two to

Middle School Departmental Teacher Office Hours

Daily Monday to Friday

8:00-10:00



## **Specialized Populations**

The online products being utilized can level instruction in order to provide modifications for ELL, Special Needs, G and T and At Risk students. Google Classroom and related activities take into account IEP and specialized population needs. English Language learners can access lower English readability materials and scaffolding tools are built in.

## **Special Education**

Related Services Providers, including but not limited to CST, Speech, OT and PT, District Psychologists and Behaviorists and Special Education Technology Integration Coach are preparing take home plans for at home use. Individual plans will be shared with families and related service providers will be available to answer questions and provide support via email and hangouts during “office hours” to the extent possible. Case managers will identify all future IEP meeting daw7aw7t li

using Google classrooms have sessions provided. Students are having a “dry run” of expectations in anticipation of utilizing this plan. This “dry run” includes:

teachers ensuring that all of their students are included in and assigned to the correct Google Classrooms

students and teachers having all needed login information with them and available at home

students being made aware of expectations and how to find help

paper packet readiness for all students identified as needing offline instruction

extra paper packets ready to be deployed to satellite distribution locations

### **General Expectations For All Staff:**

All staff working remotely are expected to be available from 8:00 until 11:00 from Monday through Friday.. “Office Hours” for email and hangouts communication with parents and students are differentiated by the needs of the staff members’ position, grade level and role in the district. Virtual staff meetings and other collaboration can take place at any time during the 8:00 to 11:00 window.

### **Faculty Expectations**

Teachers are required to be available by email and can also use Google Hangouts to provide as needed support and responses to questions during the “office hours” indicated above. Learning experiences planned for students should be meaningful and should be able to be completed without extensive interaction with a teacher. “Busy work” should be avoided. Student work assigned by each classroom teachers in individual Google classrooms should not

many traditional tasks as possible and remain in contact with Departmental Administration and Teachers as needed.

### **Counselor Expectations**

All Counselors will hold office hours via email and/or hangouts from 9:00 to 11:00 in order to continue to check in with the students they know will need academic and school support during this time, take referrals from teachers about who to follow up with and check in on, respond to parent and student emails and perform as many traditional tasks as possible.

### **Nurse Expectations**

All nurses will hold office hours via email and/or hangouts from 9:00 to 11:00 in order to act as a liaison between the health department and school administration, assist the administration with communications, communicate with families and perform as many traditional tasks as possible.

### **Media Specialists Expectations**

All media specialists will hold office hours via email and/or hangouts from 9:00 to 11:00 to support teachers, where appropriate, assist the tech team with login troubleshooting and perform as many traditional tasks as possible.

### **Technology Department Expectation**

All technicians will hold office hours via email and/or hangouts from 8:00 to 11:00 to support teachers, where appropriate, assist with troubleshooting, document support requests as needed, maintain real-time communication with the teach team and perform as many traditional tasks as possible.

### **Maintenance and Custodial Staff Expectations**

All maintenance and custodial staff will be asked to report to work on a modified schedule and will follow all directives of the maintenance department.

### **Administration Expectations**

All