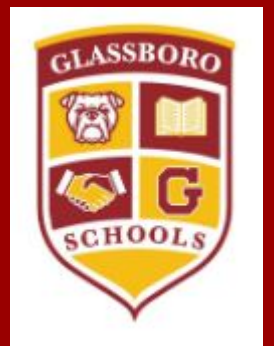




GLASSBORO PUBLIC SCHOOL DISTRICT
VIRTUAL AND REMOTE
INSTRUCTIONAL
PROGRAM
Parent Guide



[GPSD Virtual and Remote Instructional Program website](#)



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Introduction

Glassboro Public School District Virtual Instructional Program was designed to meet the needs of learners during the COVID-19 pandemic, where schools were forced to shift to a fully remote environment for several months. In the event that a shift to virtual learning is warranted, the Virtual Instructional Program will offer a unique online learning experience for all of our students through a mix of synchronous and asynchronous learning activities where students will be able to connect with their teachers and classmates daily. The program was designed with our learners in mind using our own curriculum and talented, certificated staff. The goal of the program is to prepare our students for an eventual return to in-person instruction by providing continuity of learning to our students using the same rigorous standards that we employ in a face-to-face setting.

If you are new to online learning, we understand that you may have many questions. This handbook is designed to provide online learners and their parents specific information about GPSD online learning program and support services. Please use this handbook as a resource, but also remember that there are many dedicated employees who are ready and willing to assist you.





Calendar

The GPSD 2022-2023 Calendar has been posted to the [district website](#).

Meals

Safe distribution of meals to those students who are eligible will be maintained throughout remote instruction by parent pick up or bus stop distribution. This will be communicated to families via our website, School Messenger, and social media.





Technology and Instruction

Devices

GPSD has issued a district-owned laptop to all students, K-12. Students who prefer to use their own device at home may do so. All students issued a district laptop will complete a [GPSD Technology User Agreement](#) online. Students will be held accountable for any negligent or intentional damage to the device, power cord, or bag.

Technology support will be available to all families. All students will be able to submit a work order ticket for repairs to helpdesk@gpsd.us, or parents can call 856-652-2700 ext 6611.

Schoology

Schoology is a Learning Management System (LMS). All instruction for grades 4 through 12 will be communicated through Schoology. Teachers will share schedules, course information, and other updates via Schoology or email. For more on Schoology, visit the [GPSD Virtual and Remote Instructional Program website](#).

Seesaw

Seesaw is also an LMS which will be used for students in grades K - 3. Teachers will share schedules, activities, course information, and other updates via Seesaw or email. For more information on Seesaw, visit the [GPSD Virtual and Remote Instructional Program website](#).



Learning Experiences

The GPSD Virtual Instructional Program will consist of high quality, standards-based synchronous and asynchronous learning experiences, live lessons in real time, and recorded instruction from teachers daily through Zoom and our LMS platforms. Students will be able to complete offline activities independently as well as meet virtually in small groups, allowing for more individualized attention. Socialization will also be afforded through team meetings, virtual clubs, and morning meetings.





Equity and Engagement

GPSD students will be provided with the physical and emotional resources needed for successful online learning.

Physical Resources

Laptops have been provided to all students grades K to 12. Those families without reliable home WIFI can request a district-issued [HotSpot](#). Our technology department will work with families to ensure equitable access for all students, including timely repair or troubleshooting via work order ticket, phone call, or Zoom call.

Emotional Resources

In this challenging time, social distancing can lead to isolation, and building relationships has never been more important. All stakeholders are working to ensure that students have access to social and emotional support. Collaboration and social interaction will be woven into the fabric of instruction and extra-curricular online activities. Our Guidance Department will work with families to provide counseling and proactive support for students in need. If you have a concern about your child's emotional well-being, please contact your building Guidance Counselor for assistance.



Pupil Services

The GPSD Virtual Instructional Program will support all students who receive special services through our many support programs;

- Special Education services will be provided to students in accordance with their Individualized Education Program (IEP) by their teachers and support staff through live Zoom meetings and assignments through Schoology/Seesaw. Case managers will contact parents if any updates need to be made to IEPs to reflect learning objectives and related services, which will be delivered virtually. IEP meetings may take place via Zoom.
- English Language Learners (ELL) will be supported by their ELL teachers in addition to their general classroom teachers who are trained in Sheltered English Instruction. This includes translation services, adaptation of lessons and home communications where necessary.
- 504 Accommodations will continue to be supported in an online format. For questions, please contact your guidance department.
- GTALP (Gifted & Talented) programs will continue virtually to ensure the needs of our exceptional students are met.
- Basic Skills support will also continue for students needing remediation as determined by state and local assessments.
- Social and Emotional well-being support will be available for students and staff through school counselors, case workers, and school psychologists. Teachers will receive additional training so that they will be able to best meet the SEL needs of our students.



Attendance

We realize that flexibility must be balanced with accountability when it comes to attendance in online classes. We believe that students need to adhere to a schedule in order to be productive and successful. Our attendance policy strikes that balance.

At the elementary level, students will have two opportunities per day to be marked as present. At the secondary level, students must be present for a morning homeroom check-in live via Zoom, as well as each virtual class meeting. Teachers, Guidance counselors, and/or administrators will contact the family when a student is not participating in online classes/assignments. Students will be provided every opportunity to recover credit missed during remote instruction.

Grading

Because online learning is heavily reliant upon feedback and project-based learning, we have adjusted our district grading policy, which can be found [here](#).

We have established a consistent number of assignments for each grade band, as well. Grades four through twelve will have 2-5 summative and 10-25 formative assignments. These guidelines will provide a grading system compatible with multiple learning mediums (in-person, hybrid, and virtual).



Sample Schedules*

*Subject to change. Building principals will send updated schedules.



J. Harvey Rodgers School

Virtual Schedule-PreK & K

Period	Start Time	End Time	Duration	MON/THUR	TUES/FRI	WED
Morning Meeting	8:15	8:45	30 min	Synchronous	Synchronous	Synchronous
Period 1	8:45	9:45	60 min	Small Group Reading	Eureka Math	Support
Period 2	10:00	11:00	60 min	Eureka Math	Small Group Reading	Small Groups
Period 3	11:15	12:00	45 min	Writing/Wilson	Writing/Wilson	Support
Lunch & Recess	12:05	1:00	55 min			
Period 5	1:05	2:00	55 min	Seesaw & BSI	Special Area	Small Groups
Period 6	2:05	3:00	55 min	Special Area	Seesaw & BSI	Support



Dorothy L. Bullock Elementary School

Virtual Schedule

Period	Start Time	End Time	Duration	MON/THUR	TUES/FRI	WED
Morning Meeting	8:15	8:45	30 min	Synchronous	Synchronous	Synchronous
Period 1	8:45	9:45	60 min	Math	Math	Support
Period 2	10:00	11:00	60 min	ELA	ELA	Small Groups
Period 3	11:15	12:00	45 min	Writing/Wilson	Writing/Wilson	Support
Lunch & Recess	12:05	1:00	55 min			
Period 5	1:05	2:00	55 min	Sci/Soc St	Sci/Soc St	Guided Reading
Period 6	2:05	3:00	55 min	Special Area	Special Area	Support



Thomas E. Bowe Middle School

Virtual Schedule

Period	Start Time	End Time	Duration	MON/THUR	TUES/FRI	WED
Period 1	8:05	9:00	55 min	Synchronous	Asynchronous	Independent Study
Period 2	9:05	10:00	55 min	Asynchronous	Synchronous	Brain Break
Period 3	10:05	11:00	55 min	Synchronous	Asynchronous	Independent Study
Period 4	11:05	12:00	55 min	Asynchronous	Synchronous	Brain Break
Lunch/Office Hours	12:05	1:00	55 min			
Period 5	1:05	2:00	55 min	Synchronous	Asynchronous	Independent Study
Period 6	2:05	3:00	55 min	Asynchronous	Synchronous	Brain Break
Office Hours	8:05	3:00	open	by appointment	by appointment	Synchronous

- ✓ Special education services will be scheduled throughout the day.
- ✓ Students will receive live instruction during synchronous instructional blocks.
 - Students will also be engaged in small group instruction, discussion groups, and asynchronous instruction.
- ✓ Open Classroom sessions allow teachers to review the days' lessons with those who attend and offer feedback.
- ✓ There will be daily and weekly assignment deadlines for both synchronous and asynchronous sessions.



Glassboro High School Virtual Schedule

Period	Start Time	End Time	Duration	MON/THUR	TUES/FRI	WED
Period 1	7:36	7:59	23 min.	Synchronous	Asynchronous	Independent Study
Period 2	8:03	8:26	23 min.	Asynchronous	Synchronous	Brain Break
Period 3	8:29	8:52	23 min.	Synchronous	Asynchronous	Independent Study
Period 4	8:55	9:18	23 min.	Asynchronous	Synchronous	Brain Break
Period 5	9:21	9:44	23 min.	Synchronous	Asynchronous	Independent Study
Period 6	9:47	10:10	23 min.	Asynchronous	Synchronous	Brain Break
Period 7	10:13	10:36	23 min.	Synchronous	Asynchronous	Independent Study
Period 8	10:39	11:02	23 min.	Asynchronous	Synchronous	Brain Break
Period 9	11:05	11:28	23 min.	Synchronous	Asynchronous	Independent Study
Office Hours	1:00 PM	3:00	open	Synchronous	Synchronous	By appointment

- ✓ Special education services will be scheduled throughout the day.
- ✓ Students will receive live instruction during synchronous instructional blocks.
 - Students will also be engaged in small group instruction, discussion groups, and asynchronous instruction.
- ✓ Open Classroom sessions allow teachers to review the days' lessons with those who attend and offer feedback.
- ✓ There will be daily and weekly assignment deadlines for both synchronous and asynchronous sessions.



Assessments

Students will be tested using the NWEA MAP Growth benchmark assessment early in the school year. This measurement tool is suitable for online administration and will give teachers a snapshot of current student performance.

Learning will continue to be assessed by teachers through assignments, projects, video conferences, and LMS tests and quizzes in order to inform instruction and provide support for growth.

Student work will be graded using clear rubrics, and feedback will be specific and ongoing so that all students can be successful.





Building Maintenance

Essential personnel will continue to report in person to school buildings to provide basic maintenance, such as custodians, technicians, secretaries, and administrators.

Other Considerations

Transportation - If transportation is required, safety protocols will remain in place per the state health department. Busses may be utilized to bring meals and/or instructional materials if needed.

Childcare - The GAPA aftercare program will continue to accept students for childcare if possible during virtual instruction using the appropriate safety measures.

Extra-curricular programs - Many programs such as choir, band, and clubs can continue to meet virtually and broadcast their events via Zoom for the school community where appropriate.

21st Century Community Learning Center Programs - GPSD will continue to maintain a relationship with Glassboro Boys and Girls Club as well as other CCLCPs during remote instruction.

Community Events - GPSD will continue to provide learning and outreach activities for students, parents, and community members at various locations, such as the county library and community centers.



Glossary of Terms

ASYNCHRONOUS LEARNING When learners participate in an online learning course at different times, it is known as asynchronous learning. Asynchronous learning allows learners to go through an assignment at their own pace and on their own schedule.

FLIPPED LEARNING Also known commonly as the Flipped Classroom in the field of education, flipped learning switches the lecture/instructional element of learning away from the face to face environment to the learner's own time, allowing them to take in information at their own pace. Face-to-face education can then focus on discussion and interaction, facilitating lively discussion.

LEARNING MANAGEMENT SYSTEM (LMS) A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of online education courses or training programs. The technology platform through which students' access online courses, a LMS generally includes software for creating and editing course content, communication tools, assessment tools, and other features for managing the course.

SYNCHRONOUS LEARNING When learners participate in an online learning course at the same time but in different locations, it is known as synchronous learning. Synchronous learning allows learners to interact with the instructor and other participants. This is done through software that creates a virtual classroom.

VIDEO CONFERENCING Video conferencing refers to the use of video technology (both hardware and software) to create a virtual meeting between two or more people in different physical locations. Participants can see and hear each other through this technology.

VIRTUAL CLASSROOM The virtual classroom refers to a digital classroom learning environment that takes place over the Internet rather than in a physical classroom. It is implemented through software that allows an instructor and students to interact.

WEBINAR A webinar is a seminar or workshop in which the facilitator and participants view the same screen at the same time. Usually the webinar has an audio component that the facilitator controls and functionality that allows participants to chat by entering text, answering polls, raising their hands and asking questions.



Contact Information

District Administration

Dr. Mark Silverstein, Superintendent, msilverstein@gpsd.us

Dr. Robert Preston, Chief Academic Officer, rpreston@gpsd.us

Mrs. Brandi Sheridan, Supervisor of Instruction, Math and Science, bsheridan@gpsd.us

Mrs. Susan Kornicki, Supervisor of Instruction, Technology and VPA, skornicki@gpsd.us

Mr. Andrew Pancoast, Supervisor of Instruction, ELA and Social Studies, apancoast@gpsd.us

Mrs. Cathy Torbik, Director of Special Education, ctorbik@gpsd.us

Ms. Amy Masso, Supervisor of Basic Skills, ELL, amasso@gpsd.us

Technology Department

Mr. Chuck Baur, Director of Technology, cbaur@gpsd.us

Mr. Nick Molewicz, Network/Systems Administrator, cbaur@gpsd.us



Contact Information

Glassboro High School

Mrs. Monique Stowman-Burke, Principal, mstowman-burke@gpsd.us

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Ms. Yuna Park, Assistant Principal, ypark@gpsd.us

Thomas E. Bowe Middle School

Mr. Craig Stephenson, Principal, cstephenson@gpsd.us

Mrs. Lauren Kerr, Assistant Principal, lkerr@gpsd.us

Dorothy L. Bullock School

Mrs. Kelly Marchese, Principal, kmarchese@gpsd.us

Mrs. Mary Aruffo, Assistant Principal, maruffo@gpsd.us

J. Harvey Rodgers School

Mrs. Melanie Sweeney, Principal, msweeney@gpsd.us