



**West Orange Public Schools**  
179 Eagle Rock Avenue  
West Orange, New Jersey 07052  
(973) 669-5400, ext. 20515 Fax (973) 243-6059

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**Assistant Superintendent**  
**Office of Curriculum and Instruction**

**Mrs. Eveny de Mendez**

March 19, 2020

**E-Learning (9-12)**

Dear West Orange School Family,

During an interview with the NY Times on becoming a writer, Theodor Seuss Geisel (pen name Dr. Seuss), told the reporter, *"You can get help from teachers, but you are going to have to learn a lot by yourself, sitting alone in a room."* As an indelible and gifted children's writer, we often reference Dr. Seuss quotes with our students for lessons learned. Here, we understand that while we are directly responsible for teaching content, what matters most is that we teach our students how to think - - - for such a time as this.

Above all else, we hope this communication finds each of our West Orange families, safe, healthy, and well! The wellbeing of our community is undoubtedly our most pressing concern and utmost priority. To protect our youngest citizens and their families, our public school buildings have closed until further directed by the Governor. Our school closures will turn spaces in our homes into virtual classrooms, where parents become school teachers and students become independent learners. Our public schools will shift in their role to providers of content, resources, and interactive instruction through the use of technology. The landscape of teaching and learning will look and feel very different and a more profound understanding of why we integrate social and emotional learning into our practice is becoming clearly relevant.

As a district, while we are overwhelmingly optimistic about the ability to continue to provide quality virtual instructional opportunities to our West Orange student body, we are sensitive to the truth that this will be experienced differently by each of our families. We will do the best that we can, with the collective resources that we have, to support each family throughout this process.

Over the past week, teams of teachers and staff have joined together, with remarkable purpose, innovation and perseverance, to create myriad remote learning opportunities. With pooled efforts, we expect to provide multiple levels of support in order for all of our students to continue learning and achieve good success. For the greater majority of our students, this learning will take place on the district's newly created *E-Learning Site*. Through this site, students will be able to enter virtual classrooms, engage in interactive learning, access supporting resources, and complete related assignments. In addition to teachers - school counselors, reading specialists, interventionists, and child study team members and related service providers will support student learning with a wide array of academic, social and emotional reinforcements.

**E-Learning (9-12)  
Guidance Document**

*In this guidance document for Middle School (Grades 9-12), you will find the following information:*

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**E-Learning Overview**

For the duration of the school closure, the district will provide remote instruction for all students that will count toward the 180-day statute via an *E-Learning* platform. Multiple strategies and resources are being mobilized to provide internet access and technology devices to students without. For our families who do not have internet access or a technology device and have not yet been contacted by the district, please call the Office of Technology at (973) 669-5400 x20551 for support.

*E-Learning* will begin on Monday, March 23rd, until further directed by the Governor. Beginning Monday, you may access the *E-Learning Site* via the district website’s home page. Monday will serve as a day for students to become familiar with the *E-Learning Site*. We ask that on this day you dedicate time to:

- Read through the materials provided in this packet *together* with students
- Become familiar with the *E-Learning Site*
- Practice accessing the virtual classrooms
- Review **Tutorials** located on the *Parent Resource* page
- Help students organize their texts and learning materials
- Identify a quiet space in your home for students to access online instruction and study
- Review and post study schedules in order to help students organize their day

On Tuesday, March 24th, virtual classes will formally begin. *E-Learning Expectations, Strategies for Student Success, and Sample Student E-Learning Schedules* for virtual instruction can be found on pages 3-4 of this document.

While our students will receive all primary communication around their daily instruction in the *E-Learning* site and via email, our parents and guardians can expect to receive daily communication from their school principals. Weekly updates from the Office of Curriculum & Instruction will be provided regarding key features of the *E-Learning* student experience. Dr. Cascone will continue to update our community on logistics concerning technology, food services and health advisories. We will communicate via email, school messenger, robo calls, social media and by posting on our school website. We ask that you, as well as our students continue to check email regularly for important messages.

We thank you for your continued support as we, as a school community, partner together to ensure that all of our students continue to receive quality instruction.

Stay well,



Eveny de Mendez  
Assistant Superintendent for Curriculum and Instruction

# E-Learning Expectations High School (9-12)

## OVERVIEW

This guidance document serves as a resource and outline of the E-Learning Expectations for the West Orange Public Schools during the health-related closure. Via the E-Learning Site, and instructional resource packets provided to students without internet access, the District will continue to provide instruction for all students that will count toward the 180-day statute while the physical school buildings remain closed. This document outlines the structures, expectations, and tools to ensure that we continue to provide a robust learning experience for all.

This plan includes a range of four to five and a half hours of daily instruction on a four day rotating schedule, culminating in an eighteen - nineteen hour school week (depending on the number of electives a student is taking). These hours are in compliance with the state-mandated rules for home instruction.

Expectations for the various roles of High School (Grades 9-12) are listed below.

## E-LEARNING STRUCTURES

- *E-Learning* formally begins on Tuesday, March 24, 2020.
- An *E-Learning* Day (Grades 9-12) will be 4.5-5.5 hours in length for students, including all disciplines. Expectations for a Secondary instructional day is shown on the right and sample student schedules for grades 9-12 are on pages 7-11.
- Students will be provided with instructions for how to access their Google Classrooms with daily lessons, activities, resources and assignments.
- Students are to complete and submit the required daily assignments by 11:59pm on the day the assignment is assigned.
- Assignment submission will count as the daily attendance. For example: Teacher posts a Monday assignment. Students must submit assignments on Monday in order to be marked present for the day.
- Assignments that count toward a grade (i.e. quizzes, PBAs, classwork grade) will be recorded in PowerSchool.
- Assignments that are not submitted on the day they are assigned will be marked as Not Submitted.
- Students are encouraged to email teachers with any questions or difficulties they are having with completing and/or submitting assignments.
- Teachers will be available to respond to students regarding their classwork and assignments via Google Classroom and/or email during school hours (7:20am - 2:45pm).
- Teachers will respond to parent emails within 24 hours (Monday - Friday).

Day of Instruction: Student Experience		
High School Student (9-12) Interactive E-Learning Instruction		
● ELA	45 minutes	4x week
● Math	45 minutes	4x week
● Science	45 minutes	4x week
● Social Studies	45 minutes	4x week
● Phys Ed	45 minutes	4x week
● Electives	45 minutes	4x week

## EXPECTATIONS

### Students will...

- access lessons and assignments for all classes
- complete lessons/demonstrate learning as instructed by teachers
- contact teacher(s) with questions about activities and assignments
- complete the [Parent/Student Technology Service Request Form](#) to request any support regarding technology

### Parents/Guardians will...

- communicate issues or questions with staff and/or building administration as appropriate
- report student illness(es) following the district attendance procedure via email to [wohsattendance@westorangeschools.org](mailto:wohsattendance@westorangeschools.org)
- support students with virtual learning on Google Classroom and the organization of documents in Google Drive

### Teaching staff will...

- plan and provide E-Learning lessons and assignments for all classes
- Schedule all Google classrooms posts to notify students at 7:20am
- maintain Powerschool gradebook to reflect graded assignments and assessments
- maintain an accurate and up-to-date attendance/participation record on attendance spreadsheet
- adhere to IEPs and 504 plans in concert with special education personnel
- maintain open communication with administration and families
- Contact students / parents if students are not actively engaged in distance learning instruction
- participate in meetings scheduled by the Child Study Team

### Counselors will...

- provide resources and tools to support the social/emotional needs of students and families
- maintain open communication with families
- continue to schedule classes for the 2020-2021 school year

### Nurses will...

- be available via electronic means to provide support pertaining to student health and medical questions that may arise.
- maintain open communication with families

### Administration will...

- verify daily attendance for their school / content area as indicated on teacher attendance rosters
- oversee the quality of instruction for all teachers in their school
- provide communication and guidance to staff members
- collaborate with teachers if students are not actively engaged in distance learning instruction
- maintain open lines of communication with families
- serve as a liaison between teachers and families

## SPECIAL SERVICES

### Related Services

- Students who receive Related Services including Speech Therapy and/or Occupational Therapy will have access to E-Learning activities as follows:
  - For **Speech Therapy**, the folders are broken down by grade-level and then within each grade-level, there are folders for each area of speech including articulation, fluency, voice, language.
  - For **Occupational Therapy**, the folders are broken down into relevant areas including motor, gross motor/sensory, handwriting, visual/perceptual and then by grade-level.
- Related Service providers will be available during school hours to respond to any questions from parents/guardians and/or students in the event of school closures.

### Child Study Team

- Case managers will maintain ongoing communication and collaboration with families, as well as schedule initial determination, initial eligibility, reevaluation eligibility, annual reviews, and assess and review progress meetings via a Google Calendar conference call.
- School Psychologists and School Social Workers will provide support to students and families to support the social, emotional, behavioral, and academic needs of students.

### Evaluations

- Reports for students who have been evaluated will be written by the respective evaluator and will be sent to parents/guardians upon completion.
- During school closures, any evaluation that has not yet been completed that needs to be completed in person will be completed upon returning to school.

## SUGGESTIONS FOR STUDENT SUCCESS FOR E-LEARNING

- Set an alarm and stick to it! Waking up the same time every day is important to setting up your routine. Use the sample schedule to help you guide your day.
- Choose a quiet place to complete your work in. Use headphones if it helps you.
- Try to keep focused during your work blocks.
  - Avoid distractions like open tabs that don't have to do with your work.
- Take breaks, as needed, but be mindful of your time so you don't get behind.
- Check your emails multiple times a day.
  - 'pin' a tab (right click) on your Chromebook to keep it open along with Classroom.

- For each work block:
  - ❑ Read the entire lesson assigned by your teacher to understand what the expectations are.
  - ❑ Make sure you understand the order in which items are to be accomplished.
  - ❑ Check on Google Classroom for what is required to be submitted - make sure to submit these pieces so that your attendance will be marked as *Present* for that class for that day. Without your submission of work, your teacher cannot mark you as *Present*.
  - ❑ Make sure to press “Turn In” for assignments. If you do not press “Turn In”, your work will not be submitted.
  - ❑ Pay attention to what your teacher is going to grade and enter into PowerSchool.
  
- Don’t wait until the last minute. If you have a question, try reading the assignment again, asking a friend, and if that doesn’t answer your question then email your teachers during regular school day hours.

**WOHS E-learning Student Schedule**  
**MONDAYS (Physical Education drops)**

<b>Suggested Time Blocks</b> (45 min work block is the target for each class)	<b>Session Name</b>	<b>Suggested Activities</b>
By 7:30 am	Wake Up Routine	Eat breakfast Change out of pajamas Brush your teeth
	Greet the School Day	Set a work plan for the day Set a personal goal for the day Check email
7:30 - 8:15	<b>English</b>	Lessons, Activities, Assignments
8:15 - 8:30	Break	<i>See Break Time Suggestions</i>
8:30 - 9:15	<b>Mathematics</b>	Lessons, Activities, Assignments
9:15 - 9:30	Break	<i>See Break Time Suggestions</i>
9:30 - 10:15	<b>Social Studies</b>	Lessons, Activities, Assignments
10:15 - 11:00	Lunch Break	Enjoy a meal (away from work!) Go outside Connect with family/friends
11:00 - 11:45	<b>Science</b>	Lessons, Activities, Assignments
11:45 - 12:00	Break	<i>See Break Time Suggestions</i>
12:00 - 2:15	<b>Electives (M-Th)</b>	Lessons, Activities, Assignments
	End the School Day	Check email
	Wind Down Routine	Reflect on your day Be proud of what you accomplished Take the evening off from work :)
<b>Break Time Suggestions (choose one for each break):</b>		
<input type="checkbox"/> Family/friend check in <input type="checkbox"/> Step outside for air <input type="checkbox"/> Do something creative		

**WOHS E-learning Student Schedule**  
**TUESDAYS (English drops)**

<b>Suggested Time Blocks</b> (45 min work block is the target for each class)	<b>Session Name</b>	<b>Suggested Activities</b>
By 7:30 am	Wake Up Routine	Eat breakfast Change out of pajamas Brush your teeth
	Greet the School Day	Set a work plan for the day Set a personal goal for the day Check email
7:30 - 8:15	<b>Mathematics</b>	Lessons, Activities, Assignments
8:15 - 8:30	Break	<i>See Break Time Suggestions</i>
8:30 - 9:15	<b>Social Studies</b>	Lessons, Activities, Assignments
9:15 - 9:30	Break	<i>See Break Time Suggestions</i>
9:30 - 10:15	<b>Science</b>	Lessons, Activities, Assignments
10:15 - 11:00	Lunch Break	Enjoy a meal (away from work!) Go outside Connect with family/friends
11:00 - 11:45	<b>Physical Education</b>	Lessons, Activities, Assignments
11:45 - 12:00	Break	<i>See Break Time Suggestions</i>
12:00 - 2:15	<b>Electives (M-Th)</b>	Lessons, Activities, Assignments
	End the School Day	Check email
	Wind Down Routine	Reflect on your day Be proud of what you accomplished Take the evening off from work :)
<b>Break Time Suggestions (choose one for each break):</b> <input type="checkbox"/> Family/friend check in <input type="checkbox"/> Step outside for air <input type="checkbox"/> Do something creative		



**WOHS E-learning Student Schedule**  
**WEDNESDAYS (Mathematics drops)**

<b>Suggested Time Blocks</b> (45 min work block is the target for each class)	<b>Session Name</b>	<b>Suggested Activities</b>
By 7:30 am	Wake Up Routine	Eat breakfast Change out of pajamas Brush your teeth
	Greet the School Day	Set a work plan for the day Set a personal goal for the day Check email
7:30 - 8:15	<b>Social Studies</b>	Lessons, Activities, Assignments
8:15 - 8:30	Break	<i>See Break Time Suggestions</i>
8:30 - 9:15	<b>Science</b>	Lessons, Activities, Assignments
9:15 - 9:30	Break	<i>See Break Time Suggestions</i>
9:30 - 10:15	<b>Physical Education</b>	Lessons, Activities, Assignments
10:15 - 11:00	Lunch Break	Enjoy a meal (away from work!) Go outside Connect with family/friends
11:00 - 11:45	<b>English</b>	Lessons, Activities, Assignments
11:45 - 12:00	Break	<i>See Break Time Suggestions</i>
12:00 - 2:15	<b>Electives (M-Th)</b>	Lessons, Activities, Assignments
	End the School Day	Check email
	Wind Down Routine	Reflect on your day Be proud of what you accomplished Take the evening off from work :)
<p align="center"><b>Break Time Suggestions (choose one for each break):</b></p> <input type="checkbox"/> Family/friend check in <input type="checkbox"/> Step outside for air <input type="checkbox"/> Do something creative		

**WOHS E-learning Student Schedule**  
**THURSDAYS (Social Studies drops)**

<b>Suggested Time Blocks</b> (45 min work block is the target for each class)	<b>Session Name</b>	<b>Suggested Activities</b>
By 7:30 am	Wake Up Routine	Eat breakfast Change out of pajamas Brush your teeth
	Greet the School Day	Set a work plan for the day Set a personal goal for the day Check email
7:30 - 8:15	<b>Science</b>	Lessons, Activities, Assignments
8:15 - 8:30	Break	<i>See Break Time Suggestions</i>
8:30 - 9:15	<b>Physical Education</b>	Lessons, Activities, Assignments
9:15 - 9:30	Break	<i>See Break Time Suggestions</i>
9:30 - 10:15	<b>English</b>	Lessons, Activities, Assignments
10:15 - 11:00	Lunch Break	Enjoy a meal (away from work!) Go outside Connect with family/friends
11:00 - 11:45	<b>Mathematics</b>	Lessons, Activities, Assignments
11:45 - 12:00	Break	<i>See Break Time Suggestions</i>
12:00 - 2:15	<b>Electives (M-Th)</b>	Lessons, Activities, Assignments
	End the School Day	Check email
	Wind Down Routine	Reflect on your day Be proud of what you accomplished Take the evening off from work :)
<p align="center"><b>Break Time Suggestions (choose one for each break):</b></p> <input type="checkbox"/> Family/friend check in <input type="checkbox"/> Step outside for air <input type="checkbox"/> Do something creative		

**WOHS E-learning Student Schedule**  
**FRIDAYS (Science and Electives drop)**

<b>Suggested Time Blocks</b> (45 min work block is the target for each class)	<b>Session Name</b>	<b>Suggested Activities</b>
By 7:30 am	Wake Up Routine	Eat breakfast Change out of pajamas Brush your teeth
	Greet the School Day	Set a work plan for the day Set a personal goal for the day Check email
7:30 - 8:15	<b>Physical Education</b>	Lessons, Activities, Assignments
8:15 - 8:30	Break	<i>See Break Time Suggestions</i>
8:30 - 9:15	<b>English</b>	Lessons, Activities, Assignments
9:15 - 9:30	Break	<i>See Break Time Suggestions</i>
9:30 - 10:15	<b>Mathematics</b>	Lessons, Activities, Assignments
10:15 - 11:00	Lunch Break	Enjoy a meal (away from work!) Go outside Connect with family/friends
11:00 - 11:45	<b>Social Studies</b>	Lessons, Activities, Assignments
	End the School Day	Check email
	Wind Down Routine	Reflect on your week Be proud of what you accomplished Take the weekend off from work :)
<p style="text-align: center;"><b>Break Time Suggestions (choose one for each break):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Family/friend check in</li> <li><input type="checkbox"/> Step outside for air</li> <li><input type="checkbox"/> Do something creative</li> </ul>		



# 35 FUN THINGS TO DO WHEN 'STUCK' AT HOME

There are times when all of us find ourselves stuck at home. Being 'stuck' can make you feel like there is nothing to do. In moments like these, we are also more susceptible to feeling isolated and lonely, which can cause a self-perpetuating cycle of defeat and lead to unhealthy habits. We are here to help with simple ideas to do at home when you are feeling 'stuck.'

1. Read a book for yourself
2. Read a chapter book aloud with your kids
3. Go for a walk, run, or bike ride
4. Watch new or old movies and TV shows
5. Plan a 'camp out' in the living room
6. Do a puzzle
7. Play board or card games
8. Catch up on sleep
9. Draw or sketch
10. Catch up with friends on the phone or video chat
11. Meditate
12. Dance to your favorite music
13. Yoga
14. People or bird watch
15. Play a musical instrument
16. Clean your room and/or house
17. Organize your clothing, kitchen, storage, or just about anything
18. Write in a journal or begin a new journal
19. Listen to an audiobook or podcast
20. Cook a new or favorite meal
21. Test out your baking skills
22. Build a tower with block toys
23. Paint a portrait
24. Build a fort out of pillows, blankets, and furniture
25. Set up an indoor obstacle course
26. Do a crossword
27. Get rid of old photos and files by cleaning up your computer's hard drive
28. Create a scavenger hunt for your kids
29. Take a walk down memory lane by telling stories
30. Plan a vacation or day-trip for the future
31. Teleconference with your therapist
32. Spend one-on-one time with your family
33. Have a picnic in the family room
34. Make 'breakfast for dinner'
35. Write a letter and send it to a family member or friend