

James Caldwell High School

Distance Learning Family Handbook

Calendar for September 8th-October 9th

Model: 20 Days Remote, 3 Days in Person

September					
	Monday	Tuesday	Wednesday	Thursday	Friday
Sept. 8-11	LABOR DAY	Periods 1-4 Remote	Periods 5-8 Remote	Periods 1-4 Remote	Periods 5-8 Remote
Sept. 14-18	Periods 1-4 Remote	Periods 5-8 Remote	Periods 1-4 Remote	Periods 5-8 Remote	Periods 1-4 Remote
Sept. 21-25	Periods 5-8 Remote	Periods 1-4 Remote	Periods 5-8 Remote	Periods 1-4 Remote	Periods 5-8 Remote
Sept. 28-Oct. 2	YOM KIPPUR	Periods 1-4 Remote	Periods 5-8 Remote	Periods 1-4 Remote	Periods 5-8 Remote
Oct. 5-9	Periods 1-4 Remote	Periods 5-8 Remote	Cohort A In Person	Cohort B In Person	Cohort C In Person

Schedule

JCHS Proposed Schedules			
In-Person Schedule		Remote Schedule	
Block 1	8:05-8:30	Period 1/5	9:00-10:00
Block 2	8:40-9:05	Period 2/6	10:15-11:15
Block 3	9:15-9:40	Period 3/7	11:30-12:30
Block 4	9:50-10:15	Lunch	12:30-1:30
Block 5	10:25-10:50	Period 4/8	1:30-2:30
Block 6	10:55-11:20		
Block 7	11:30-11:55		
Block 8	12:05-12:30		

Contact Information

James Devlin, Principal

Franklin Lincoln, Vice Principal
 Amanda Leach, Vice Principal
 Lisa Blackman, Supervisor of School Counseling
 Daniel Romano, Athletic Director/Supervisor of Secondary Education
 Elizabeth Fisher, Director of Secondary Education

Name	Position	Phone (973) 228-6981	Email
James Devlin	Principal	Ext. 4000	jdevlin@cwcboc.org
Frank Lincoln	Vice Principal	Ext. 4004	flincoln@cwcboc.org
Amanda Leach	Vice Principal	Ext. 4003	aleach@cwcboc.org
Lisa Blackman	Supervisor of Counseling	Ext. 4014	lblackman@cwcboc.org
Daniel Romano	Athletic Director	Ext. 4032	dromano@cwcboc.org
Danielle Ciccaglione	School Nurse	973-228-9358	dciccaglione@cwcboc.org

Attendance Expectations

- Students will be required to follow the proper bell schedule for both in person and virtual days.
- It is the student's responsibility to be both on time and attend all virtual classes via Zoom.
- Student attendance will be taken at each class period during both remote and in-person instruction.
- During times of remote learning, study hall proctors will *not* take attendance. On days of in-person learning, study all proctors *will* take attendance of the students in the cohort that should be in school.
- Parents will be notified of excessive absences per the Attendance Policy.
- Parents may receive communications from the school in response to remote learning absences that, while not requiring formal notice per the Attendance Policy, may reflect concerns for student engagement and participation while in the remote setting.
- As per our attendance policy, a parent is requested to telephone the school (973-228-6981) or email Valerie Prendergast (vprendergast@cwcboc.org) before 8:00 a.m. to report a student's absence.
- Students that are not called out by a parent, fail to turn on their camera and do not respond to teacher questions during a virtual session will be marked as a cut for that class.

Student Expectations

- All teachers will use Google Classroom to post all course assignments and materials. Students will be expected to check Google Classroom daily for all coursework.
- Please adhere to all deadlines and due dates. As always, please reach out to your teacher if you need additional help completing the assignment prior to any deadline.
- The expectation for student behavior during virtual lessons includes, but is not limited to the following:
 - Students will join Zoom livestream to hear the instruction and see the learning visuals.
 - Be on time for all Virtual Classes.
 - Be respectful of both the teacher and fellow classmates.

- It is expected that each student turn on the camera during remote instruction, if this is not possible, please communicate directly with your teacher.
- Leave your microphone on mute, unless verbally participating in the class.
- Find a quiet, independent workspace in your home (preferably using a wall as a background).
- Student attire should mirror what is appropriate for in-person instruction.
- Actively participate in Virtual Classes.
- Only use the chat feature for classroom related content.

Academic Integrity

- We expect the students at JCHS to honor their academic integrity, which is essential to the intellectual growth and to sincerely pledge:
 - to complete their own assignments and not to copy work from a classmate
 - to keep their answers confidential and exclusive on graded assignments
 - to cite any outside sources and receive credit *only* for their own work
 - not to receive any unfair advantage by asking fellow students “what is on the test?”
 - to fully participate and equally share responsibilities in a group work setting
 - not to cheat on tests through a variety of ways such as sharing answers with other students or another unauthorized means via cell phones, smart watches and other electronic devices.
- Plagiarism is defined as “taking credit for work, words, and/or ideas that are not the student’s own, whether taken from periodicals, books or other publications, internet sources, or contemporary publications without properly citing the source.” All information that one finds and uses from the Internet, books, periodicals, pamphlets, etc. must be documented. Failure to properly cite sources will result in appropriate due process which may ultimately result in the assignment of a zero “0” for the work and disciplinary consequences.
- No form of cheating is acceptable. All instances of cheating will be graded with a zero “0,” for that assignment or assessment, with **no opportunity to make up the grade.**
- Students will be held accountable for their own work. **Engaging in any of the above infractions will result in both academic and disciplinary consequences.**

Communication Expectations

- In the event that a student is unable to attend a Virtual Class, it is their responsibility to reach out to the teacher prior to class to receive any missing assignments.
- In the event that a student is unable to adhere to a deadline, it is their responsibility to reach out to the teacher prior to the deadline to explain. Even when a student contacts the teacher prior to a deadline, points may still be deducted from the assignment, however it is important to have open communication.
- Teachers can be reached via their school email or during scheduled office hours.
- Teachers will not be available after 3:15pm.
- Students are expected to check their school email address before the first day of class regularly thereafter for important communication from their teachers

Day-to-Day Operations

Cohorts

- We recognize that cohorting is a vital measure of risk mitigation.

- During the initial phase of re-entry, students will be broken into three cohorts in order to meet social distancing regulations.
- The cohorts are generated using our student management system in order to create balanced class rosters, with limited number of students.
- On the days that your cohort is in-person, you will not participate in virtual learning. On days that another cohort is in-person, your cohort will be participating in asynchronous virtual learning. Synchronous learning is online learning that happens in real-time (ie. Zoom meetings). Asynchronous learning is online learning without real-time instruction (i.e, recordings, posted readings in Google Classroom, etc.).

Masks

- Students and staff will be required to wear a mask in the school environment at all times, which include fields, adjacent playgrounds and the immediate surroundings.
- Those seeking to *not* wear a mask because doing so would inhibit the individual's health must request and be granted an accommodation. Parents/guardians of students seeking an exception to mask wearing should contact Mr. Devlin (Principal) in writing to begin the request for accommodation process.
- Masks are required to cover both the nose and mouth.
- Bandanas may *not* be worn in place of a mask.
- Images and/or words on masks are subject to the school's dress code policy.
- For comfort, familiarity and ease of use, students should provide their own face coverings and, if possible, have an extra with their belongings.
 - The CDC recommends the use of a cloth face mask.
 - One-way valve masks **may not** be worn. These masks permit exhaled air to pass unfiltered and do not sufficiently mitigate the risk of infection.
 - Schools will have extra masks on hand in the event that a student or staff member does not have a covering or if the covering breaks or becomes unusable.
- Parents/guardians/caretakers are expected to wear a mask during pick up and drop off if they do not remain in their vehicle.
- Reusable masks should be cleaned regularly.
- All students should have an extra mask in their backpacks. There will be hand sanitizer in classrooms and hallways, but students should also keep hand sanitizer in their backpacks.

Technology Devices

- JCHS is a B.Y.O.D (Bring Your Own Device) school. Students and staff can now bring in their personal devices (iPads, laptops, smart phones, etc.) and access the secured server and wireless components.
- BYOD in the classroom is a daily necessity and permitted only for academic purposes.
- Students need to be able to access the Google Suite and Zoom from their personal devices.
- The following guidelines for BYOD must be adhered to by students:
 - Devices are permitted only in an academic setting with teacher approval.

- Students are responsible for their own devices. Devices should be secured in student backpacks when not in use.
- Parents and Students are expected to read and abide by the Internet User's Agreement.
- B.Y.O.D. privileges can be revoked for violating policy and using devices for something other than academic purposes.
- If you do not have a personal device that can be used for remote learning at home **and** in school, please notify the school. **If a student uses a desktop at home, but does not have a laptop/Chromebook they can bring to school, he/she will need a school device.**
- If a student experiences technical difficulties, please contact [Ms. Stafford](#) for support.

Lockers, Backpacks, and Supplies

- During the initial phase of re-entry students ***will not*** be allowed to access their assigned locker.
- Students ***will be*** permitted to carry a backpack for their personal and school belongings.
- Students are not to share any items in the backpack.
- Please reference pg. 42 in the student handbook to review the district's policy regarding searching any personal belongings.
- Students will be encouraged to bring their own device (laptop, chromebook, etc) to school with them on the days they have in-person instruction to minimize the need to distribute and share materials in the classroom.
- It is encouraged for students to use their backpacks to carry their personal device.
- All students should have an extra mask in their backpacks. There will be hand sanitizer in classrooms and hallways, but students should also keep hand sanitizer in their backpacks.
- To minimize sharing and movement in the classroom, students should keep extra supplies (pens, sharpened pencils, tissues, etc.) in their backpacks.
- It is recommended that students bring their own filled water bottles to school. The water fountains and bottle fillers will be shut off per the recommendations of

Visitors

- During the school day, there will be no visitors to the building.
- Most parent/guardian appointments will be via zoom or after 12:30 p.m.

Arrival and Dismissal Procedures

Students Entering the Building

- The earliest students will be allowed into the building is 7:45 a.m.
- Students entering the building between 7:45 a.m. and 7:55 a.m. will be directed to the gym where they will sit in the bleachers socially distanced
- From 7:55 to 8:05 students may enter the building through the CPA Lobby and the Athletic Lobby doors. They will walk directly to their first class of the day.

Dismissal Procedures within the Building

- Students will be dismissed at 12:30 p.m.

- Students in the 500 wing will exit the doors by the tennis court. Students in the science wing (309 & 310) and 400 wing will exit via the CPA Lobby. Students in rooms 301-308, and the 100 and 200 wing will exit via the Athletic Lobby.
- Students who need to wait for friends or siblings should have a designated meeting place away from the building.
- Students are prohibited from congregating and must leave campus immediately, including the parking lot.
- Students must continue to wear masks until they have entered a vehicle or walked/biked off campus.

Social Distancing Protocols

Bathrooms

- There will be a limit of **two** students per bathroom.
- Students waiting to use the bathroom should wait in the hallway and stand 6 ft apart.

Hallways

- Movement in the hallways surrounding the courtyard will be one way (counterclockwise) during passing times.
- Passing times will begin with an announcement for the students in the 500 wing, science wing, art wing, and industrial arts wing to move to the next class. Students walking in these wings should stay to the right side of the hallway.
- Except for inclement weather days, students in the 500 wing who need to move to another part of the building will exit by the Tennis Courts and cross over to the 200 wing. Where they will follow the counterclockwise movement around the building.
- Students in the science wing who need to move to the 500 wing, will have two minutes to be in the breezeway, or they will need to follow the one-way movement around the entire courtyard.
- After two minutes, students in the classrooms in the inner square of the building will be released via an announcement and will walk counterclockwise to their next destination.

Emergency Drills

Fire Drills

- Follow previously established fire drill procedures specifically exit through those doors nearest to the classroom staff and students are occupying.

Lock Down

- During the early phase of reentry, lockdowns will be announced and teachers will explain the procedures for a lockdown; however, students will crouch at their desks. Windows should still be covered, lights turned off, and blinds closed.
- During an unannounced lockdown, teachers should follow normal lockdown procedures. This includes sitting closely in the corner of the room.

Student Activities and Athletics