



## Central Administration Offices

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## **Emergency Virtual or Remote Instruction Plan - 2022-2023 School Year**

*Approved by the Fort Lee Board of Education on September 19, 2022*

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that local education agencies (LEAs) can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (Plan) to the New Jersey Commissioner of Education.

This plan has been developed in accordance with P.L.2020, c.27 which provides for the continuity of instruction in the event of a public health related district closure so that Fort Lee Public Schools can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented in the event of a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health related closure.

A chief school administrator or lead person must consult with the board of education or board of trustees, if practicable, prior to implementing the LEA's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and other such matters as determined by the New Jersey Commissioner of Education.

All Fort Lee Board of Education policies will remain in effect during an emergency closure.

## **Communication**

The closure of schools in accordance with this plan shall be communicated in the same manner as all other school closures via the District website, district social media accounts (Facebook), and the SchoolMessenger alerting and auto-calling system. Information regarding how to access unique links to virtual classes will be communicated by the building principal and teachers.

## **Instructional Schedules**

### **Preschool**

- A modified instructional schedule for students will be implemented and run from 8AM - 11AM.

### **Grades K- 12**

- Students will follow their traditional, full day schedule during remote instruction.
  - All elementary school schedules (Grades K-4) will run from 8:40 AM - 3:00 PM.
  - The Lewis F. Cole Intermediate School (Grades 5-6) schedule will run from 8:50 AM - 3:10 PM.
  - The Lewis F. Cole Middle School (Grades 7-8) schedule will run from 8:32 AM - 2:42 PM.
  - The Fort Lee High School (Grades 9-12) schedule will run from 7:45 AM - 2:36 PM.

Teachers must be available during their contractual start and end work times for faculty and/or department meetings.

## **Attendance**

1. All attendance policies will remain in effect during a virtual or remote instructional program. All students must log in to their homeroom class at the assigned start time. During remote instruction, students will be required to “attend” and have their cameras on during instruction. Attendance will be taken daily in the District’s student information system, Genesis.
2. For students in grades K-4, attendance will be recorded twice during each school day, once in the morning, and once in the afternoon.
3. For students in grades five through twelve, attendance will be taken at the start of each course period.
4. At the high school level, students must adhere to the Fort Lee Board of Education attendance policy to receive credit for each course. Failure to comply can result in loss of credit and non-graduation status.
5. School administration and counselors will contact parents if there are concerns about a student’s participation in virtual or remote instruction or ability to complete assignments.

## **Delivery of Instruction**

Teachers will instruct students live via Google Meet or Zoom, in a synchronous format. Lesson assignments and materials will be provided by the teacher via Google Classroom or email. Email may be utilized in the event that Google Classroom is unable to support the sharing of an assignment or materials. Students will be expected to complete and submit all assignments. Missing and/or incomplete assignments must be completed as per the guidelines outlined in the teacher’s grading protocols. If a student has questions pertaining to a specific assignment, the student and/or parent should contact the teacher directly. Teachers are available for parent questions via email during school hours.

### **Measure of Student Growth**

Student growth will be measured using a variety of data sources. The district is prepared to administer its benchmark assessments (STAR 360) in a virtual format. Teachers will use tech tools (Google Suite) and digital programs to maintain student work and administer classroom assessments as well as meet with students in small groups and individually to observe mastery of content and provide differentiated support. Grades will be posted in the student information system, Genesis, to communicate students' progress with parents. In addition to using the online platforms of core curriculum resources, teachers will have access to supplemental digital programs that will support instruction and/or measure student growth. These programs include, but are not limited to:

1. iXL
2. Kami
3. Screencastify
4. RAZ-Kids
5. BrainPop/ BrainPop Jr
6. EdPuzzle
7. Edulastic
8. Padlet

### **Access and Distribution**

1. All students in grades 5 - 12 have been issued a District chromebook through the District's one-to-one device program.
2. Any student in grades PreK - 4 without access to a computer can contact the building principal for assistance. A District Chromebook will be made available from existing chromebook cart allocations to be repurposed and signed out by parents.
3. Parents should contact the building principal if they need assistance with internet access and request a District-owned cellular hotspot.
4. Technology support will be provided via email or phone and on weekdays during designated hours at a designated location for hardware issues.
5. Students are expected to use school devices in full compliance with the District's Acceptable Use Policy. Parents must ensure that proper care is taken when handling the District device.
6. If a student is having difficulty with any of the digital platforms and/or devices, the student's parent/guardian should notify the school's building principal.

### **Students with Individualized Education Plans**

1. Students who receive special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, as required by their IEPs, will receive the services delineated in their plans remotely to the greatest extent practicable. Parents are encouraged to contact their child's case manager for specific questions and further information related to the services their child receives.
2. Breakout rooms/ private conferencing features available on Google Meet and Zoom will enable special education teachers to provide private conference time for students with IEPs so that they can receive assistance without the pressure of an entire class "watching". The

breakout room feature also allows teachers to assess student understanding, differentiate instruction and modify assessments based on individual student needs.

3. CST Case Managers will maintain contact with teachers, related service providers, and parents via telephone, email, Google Meet or Zoom meetings. They will attend, when appropriate, class virtual lessons to conduct direct observations of students. Related service clinicians will maintain contact with teachers, related service providers, and parents via telephone, email, Google Meet or Zoom meetings.
4. All documentation required of CST and related service providers will continue to be maintained in a remote or virtual instructional program.
5. The District Child Study Teams shall continue their functioning remotely as if they were operating in-person. CST members will reach out to parents to schedule Annual Reviews, Re-Evaluation Planning, Evaluation Planning (new referral), or Eligibility meetings.

### **Students Placed in Out-of-District Approved Placement for Disabilities**

Child study teams will coordinate with out-of-district placement schools for remote/virtual learning with our students. The District receives updates from placements regarding the status of instruction and activities.

### **English Language Learners (ELL) and Bilingual Services**

English as a Second Language (ESL) and bilingual services will continue to be provided in a remote or virtual instructional setting aligned with State and Federal requirements. The District offers a sheltered instruction approach and this method is transferable to a virtual instructional setting. All curricula and lesson plans include differentiation strategies for ELLs. Teachers will communicate with families of ELL and students in our bilingual programs via phone, email, or the Genesis Parent Portal. Progress reports will continue to be completed for ELL students. Progress reports are translated for families based on the home language entered into the student information system. Parents are offered an interpreter to the greatest extent possible, if needed, during parent conferences.

Each year, the school district provides training to its educators on the Sheltered Instruction methodology. This training can be provided in a virtual setting and will address culturally responsive teaching practices. Additional training will be provided to assist educators with social-emotional learning and trauma-informed teaching for students affected by forced migration from their home country, should the district have students that are impacted by this issue.

### **Title I & Accelerated Learning Programs**

All supplemental programs, including Title I and accelerated learning programs will continue to be offered to eligible students in a virtual or remote format. If extended day accelerated learning or Title I programs are made available, they will transition to a virtual format to the extent practicable.

### **Credit Recovery**

If possible, credit recovery opportunities may be offered virtually through a third party online platform (i.e. Educere). Depending on the nature of the school closure, credit recovery programs may be subject to cancellation. Information regarding credit recovery offerings will be communicated to students and parents from the building administration and/or guidance department.

### **Extra-Curricular Programs**

Depending on the nature of the emergency closure, extra-curricular programs may be canceled if they cannot be offered virtually.

### **Community Programs**

The District will maintain communication with Fort Lee borough departments and organizations and share information about local community programs being offered to Fort Lee residents.

### **School Counseling Services**

School counselors will work remotely and continue to provide the same services as they provide in person to the greatest extent practicable. All students and families will be offered counseling services with school counselors, social workers, and school psychologists during the school day, if needed.

1. Students may be referred for services by school staff, the student's family and/or by self-referral from the student.
2. The need for services will be assessed by the counselor in charge of their case.
3. Counselors reserve the right to refer any student mental health challenges that they deem are beyond the scope of their practice to an outside mental health facility. In these cases, families will be provided with a confidential referral to a community mental health center for further assessment and treatment. All information received during the counseling session will remain confidential between the counselor and the family except in the following cases:
  - a. The counselor believes that the student is in imminent danger of severely harming themselves.
  - b. The counselor believes that the student has an imminent plan to harm others.
  - c. The counselor believes that child abuse may be occurring.
  - d. For clinical supervisory and consultation purposes with the Student Assistance Coordinator or Director of School Counseling Services; these communications are confidential as well.
  - e. The student discloses that he/she/they are being bullied.
  - f. The student discloses or is showing signs of acute alcohol or drug use during the session.
  - g. The student is having a medical emergency and requires immediate medical assistance.

Counselors will survey students on a weekly basis to determine if there are any additional supports that are needed. Counselors will arrange for virtual, in person or phone conferences as appropriate. A student or parent may contact the school counselor through email. Parents may also contact the school principal or school counselor via email for more information or to express a concern.

### **Students on Home-Instruction**

Students receiving existing home instruction services will be evaluated on an individual basis to determine if home instruction should continue remotely or if students can be re-enrolled in their regular courses since those courses are now being conducted remotely.

### **Delivery of Meals**

Breakfast and lunch will be handed out to each student who desires them in a Grab-and-Go style between the hours of 10 am and 1 pm at the Fort Lee High School and the Intermediate School. Meals will be offered at no cost to all students regardless of eligibility status. Meals will not be served on days schools are closed based upon the 2022-2023 school calendar. Food service staff will follow all of the required procedures when preparing and distributing meals.

### **Transportation**

Depending on the nature of the school closure, the District will determine if transportation is needed. In the event of an emergency requiring evacuation, district and contracted school buses shall be used to transport students from the school to a safe location. The Transportation Coordinator will work with the School Security Coordinator and other school personnel as well as local emergency service units to evacuate the schools safely and in as timely a manner as possible with as much organization as possible.

### **Child Care**

Before and after care services will not be provided during an emergency school closure. Parents will be notified by the provider and announcements will be made on the District website.

### **Facilities**

1. The District will continue to adhere to current required cleaning practices and procedures to maintain healthy facilities.
2. All spaces will continue to be cleaned daily by the custodial department using EPA approved cleaning solutions.
3. Depending on the nature of the emergency closure, the District may limit access to buildings to a few essential areas. The areas will be disinfected daily. If, at any point, a portion of the buildings outside of these designated areas are occupied, those areas will also be disinfected with the same cleaning procedures and solutions described above.
4. Custodial staff will continue to monitor and address any issues that may arise in unoccupied buildings. The Supervisor of Buildings and Grounds will remain in regular contact with all custodians, maintenance personnel, and contracted cleaning services.
5. The Coordinator of School Security and Superintendent will remain in contact with the Fort Lee Police Department to coordinate police presence around school grounds as a preventative measure for unlawful activity. School security officers will also maintain their schedules as an added layer of protection inside school buildings.

### **Mental Health and Wellness Services for Staff**

Counseling and mental health resources are always available to staff through the Human Resources Department. Staff will be offered time and space to process traumatic events, re-establish connections with each other, and receive support to promote healing. If possible, counselors can be available to provide assistance to staff.

The following resources are always available to all Fort Lee staff:

1. Free access to headspace App through Pure Edge <http://go.headspace.com/pureedge/>
2. Free access to on demand educator focused stress relief webinars through Pure Edge  
<https://pureedgeinc.org/pure-community-webinars/#on-demand>  
<https://pureedgeinc.org/mindful-mondays-3/>  
<https://www.mindfulschools.org/back-to-school/>

### **Expectations for Work Hours and Internal/External Communications**

On a closure day in accordance with this plan, teachers and other certified staff are expected to be available, where appropriate, during contractual work hours for phone calls to/from administration and/or colleagues. Teachers and other certified staff are also expected to check their school email regularly during these work hours and respond to electronic communications from administrators, colleagues, parents, and students as they would normally while in school.

### **Essential Personnel**

The following personnel are designated as essential and may be required to report to work in-person:

1. Superintendent
2. Assistant Superintendent
3. Business Administrator
4. Directors, Principals, Assistant Principals, and Supervisors
5. Supervisor of Buildings and Grounds, Custodians and Grounds Staff
6. Coordinator of School Security and Security Personnel
7. Technology Staff
8. Food Service Staff

If the emergency closure occurs as a result of a public health crisis and physical distancing is deemed necessary, essential personnel shall be scheduled in such a way to minimize contact with other employees or the public with their ability to maintain social distance at all times.