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Rochelle Park School District

**Mrs. Cheryl Jiosi**

BUSINESS ADMINISTRATOR

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### Dr. Richard Brockel, Ed.D.

INTERIM SUPERINTENDENT

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**Rochelle Park School District School Health Related Closure Preparedness Plan**

The Rochelle Park School District has composed a comprehensive remote educational plan for its Pre K – 8 students in the event of an extended school closure due to a health emergency. Plans were initially established for ten (10) school days, however due to recent extensions of Governor’s executive order we revised our plan to encompass the remainder of the 2019-2020 academic school year.

**Student Demographic Information**

504 Total Students Pre K - 8

0 Students – State Funded Preschool

0 Students – Homeless

0 Students – Migrant LSE

81 Students – Free and Reduced Lunch

80 Students – Students with Disabilities

14 Students – English Language Learners

**Attendance**

All students (PreK-8) are expected to participate in remote instruction daily for a minimum of 3 (three) hours per day. Parents and/or students must report attendance using a Google form located on our district website. In addition, attendance is further confirmed in individual classes through assignment completion/submission. In the event a student is not participating in online instruction, contact is made to parents by teacher, case manager, nurse, and/or administrator.

**General Instruction**

District personnel are available to guide learning and handle communication with parents and students between the hours of 8:05 AM - 3:15 PM.  Classroom teachers, administrators, and specialists will be operating within that time frame. Families should generally plan for a child to participate in learning activities during that time, however, exceptions can be made to extend time beyond 3:00 PM.

**Delivery of Instruction**

*Grades Pre K- Grade 3* **--** Students in grades Pre-K- Grade 3 were initially issued learning packets for the first ten (10) day period. These packets included current lessons across various subjects, Mathematics, ELA, Science, Social Studies, and Specials. The packets were given to students prior to closing. Additionally, packets for students in grades Pre K- Grade 3 were posted on our district website.

*Grades Pre K- Grade 3 (revised)* **--** Due to the extension of the school closure, all students in PreK-3 will receive their educational daily lessons via Google classroom to push out assignments, lessons, and projects as well as assess students online. Additionally, teachers will utilize video conferencing for live instruction.The district will provide devices (Chromebooks, Laptops, etc.) to students/families to complete online learning activities and lessons. All assignments will also be published on individual teacher websites. The schedule for students in grades Pre-K-grade 3 includes an *‘independent learning day’* one day a week. Independent learning day is utilized for small group and more concentrated instruction for those students who require additional support.

*Grades 4-8* --All students in grades 4-8 will receive their educational daily lessons via Google classroom. Teachers utilize Google classroom to push out assignments, lessons, and projects as well as assess students online. Additionally, teachers will utilize video conferencing for live instruction.The district will provide devices (Chromebooks, Laptops, etc.) to students/families to complete online learning activities and lessons. Students in grades 5-8 participate in a 1:1 Chromebook program and have their own school issued device.

*Grades 6-8 –* All students in grades 6-8 will allow a weekly academic schedule for their classes. This schedule is designed to enable specific times for video instruction without overlapping courses. Students are expected to attend all lessons being held during these scheduled ‘periods.’ Additionally, an *‘academic support day’* has been added one day a week. Academic support is utilized for small group instruction, teacher led study groups, and a set time for students to seek additional support from teachers.

***All Students PreK – 8 –* All students in grades Pre K-8 will receive instruction from their Related Arts classes. Physical Education, Art, Technology, Computers, and Music teachers will provide lessons for students as well as assignments during virtual learning. Students are expected to complete assignments on the days they would regularly have the specific course.**

**Students with Disabilities**

Accommodations and modifications for students with IEPs are made during remote virtual learning by teachers, special education teachers and in-class support teachers.  Instruction occurs through the use of Google classroom as well as small group instruction utilizing video conferencing.

Case Managers maintain communication with students and/or families at a minimum of two (2) times a week. Discussion on academic progress and addressing student needs are the focus of these communications. Case Managers maintain communication with teaching staff daily to review student progress and address student needs as they arise. This includes but is not limited to accommodations and modifications.

Students receiving related services (Occupational Therapy, Speech, and Physical Therapy) continue to receive these services virtually during school closure. Related Services personnel will communicate with parents, provide online resources, and conduct live sessions utilizing video conferencing. Additionally, service logs are maintained by all related services personnel.

Our Child Study Team will proceed with conducting virtual annual IEP meetings, evaluations and additional meetings to further service our students with disabilities population. Additionally, our Child Study Team Coordinator will continue to follow up on students who are placed out of district to assure student needs are being met and instruction is occurring.

**English Language Learners**

Our ELL teacher continues to work with our ELL population during remote learning and utilize bilingual applications in online programs. Our ESL teacher virtually meets with our 14 students as well as joins collaborative sessions in different grade bands in a ‘push-in’ format to meet the needs of our 3-year plan. Although our district website does not contain a translation feature, communication can be translated should the need arise. Additionally, the district is seeking resources for ESL students using Title 3 funding to further support them during summer months.

**Feedback and Communication**

Teachers, staff and administrators will be available for communication throughout regular school hours (8:05-3:15). Communication can be in the form of email, phone, or video determined mutually by the teacher and family.  Submission and feedback on student work will vary by grade level and course.

**Technology Support**

Prior to moving to remote instruction, the district informally surveyed families to determine access to technology and internet. Each of our students in grades 5-8 participate in a 1:1 Chromebook program and are equipped for remote online learning. To ensure that access to technology does not hinder students' ability to successfully engage in remote learning, the district continues to be open on Mondays & Wednesdays for device distribution in the event of need or replacement of devices that have malfunctioned. Additionally, families that do not have access to home internet services have the ability to contact the district to make arrangements with our internet services providers to gain access.

The district coordinator of technology is available from 8:05 AM - 3:15 PM each day to address technology related problems that may arise. Additionally, our district coordinator of technology

**Food Services**

**Starting Monday, May 4, 2020, 5 days of lunch and breakfast will be provided for all students and distributed twice a week. Meal pick up will be available from 11:00 am -12:00 pm on Mondays and Wednesdays. On Monday, students will receive 2 breakfast and 2 lunch meals. On Wednesday, students will receive 3 breakfast and 3 lunch meals. Meal pick up is done outside of the school building and distribution follows the guidelines set by the Office of School Preparedness and Emergency Planning. Members of the administrative team will handle meal distribution. Meals are provided through our district food service management company -Pomptonian.**

**Counselor Support**

School counselors and other administrative personnel will be available from 8:05 AM - 3:15 PM to provide assistance for individual children and families.  In addition, school counselors and administrators will be providing additional wellness resources and strategies via the district web site to reduce any anxiety children may have due to the global health situation.

**Facilities**

The school building will be maintained by our custodial staff during our emergency closure. A deep cleaning and disinfecting of the building will be completed in addition to regular building cleaning and maintenance. All door access to the building has been disabled for non-essential staff. Our school playground area has been locked to prevent use and signage is posted throughout the school grounds indicated closure.

**Summer Programming**

Our district holds an Extended School Year (ESY) program for students with disabilities. Our summer program will run from approximately July 6th – July 31st from 8:30 am–11:45 am. Parents will be sent letters for ESY by our school’s main office. Parents/Teachers will fill out Google Form to confirm attendance for the summer; form to include both face to face and remote learning until a determination is made by the NJ DOE. The principal will hire and hold the ESY pre-meeting with all staff to disseminate information. Teachers will send information on all platforms and activities for each week to parents prior to the start of each week. Related Service Providers will create schedules prior to the first day.

***\*\*District does not use Title 1 funds for summer program\*\****

In order to address learning loss by students not involved in the ESY program, summer assignments will be provided across all grade bands. Assignments will be created and distributed by current teachers.

**District Essential Personnel**

*District Administration* – (4 staff members)

Dr. Richard Brockel – Interim Superintendent

Mrs. Cara Hurd – Director of Curriculum and Instruction

Mrs. Cheryl Jiosi – Business Administrator

Mr. Michael Alberta -- Principal

*Technology* – (1 staff member)

Dr. Steven Lahullier – Coordinator of Technology Services

*Child Study Team* – (4 staff members)

Mrs. Vanessa Aiello – Coordinator of Child Study Team

Mrs. Jessica DiCory – LDTC

Ms. Ellen Lender – Social Worker

Mrs. Nicole Barbarino – School Psychologist

*Building and Grounds* – (1 staff member)

Mr. Rex Leka - Supervisor