

LEA Plan for Emergency Virtual or Remote Instruction Programs for the 2021-2022 School Year

LEA Name: Dumont Public Schools

Date: (10/21/2021)

Note: This plan is based on current COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools, and CDC guidelines and District Policy 1648: Restart and Recovery Plan, and is subject to change based on new guidelines or mandates that may be implemented by the Governor’s office, CDC, NJDOH and the NJDOE.

1. Emergency Virtual or Remote Instructional Program Description

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for 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. The district’s virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district **for 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, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The expectation for students in a virtual or remote learning program is that they are doing the work for each subject as assigned by general education and special education teachers on a given school day, similarly to what they would do be required to do in an in-person program.

Students in Grades PreK-2 will be able to access learning activities on Teacher Website pages that will be accessible on the District’s Website, and students in Grades 3-12 will access learning activities via their Google Classrooms.

Instruction in Special Content Areas for elementary students, such as Music, Art, World Language, Physical Education, ESL, and Basic skills will also continue. Teachers will utilize a variety of technological tools, such as Zoom, Google Meets, Screencastify and EdPuzzle to deliver real-time lessons and to individualize instruction when appropriate.

K-2 teacher websites will be posted on the district website by school for easy access by students and parents to the daily lesson activities. IEP driven related services, such as Speech, OT, and PT, as well as general education Guidance Counseling, will be addressed by school personnel through direct communication with parents (i.e. emails, websites).

If a virtual remote learning program is initiated, PreK-2 Teachers will email parents directly to ensure that students have access to begin lesson activities and to review remote learning procedures. The teachers will contact parents via telephone if they do not reach them via email. Emergency lesson plans will be posted on teacher websites and links to access real-time lesson activities will be provided on a daily basis. Students who do not have access to a computer or the internet at home will be referred to the technology department to arrange for a loaner device and/or wireless hotspot.

In grades 3-12, teachers will email students to ensure that students have access to begin lesson activities and understand the remote learning process. The teachers will contact parents via telephone if they do not reach students via email. Emergency lesson plans will be posted on Google Classrooms and links to access real-time lesson activities will be provided on a daily basis as well. Students who do not have access to a computer or the internet at home will be referred to the technology department to arrange for a loaner device and/or wireless hotspot.

The district will utilize the results of a recently administered parent survey to be proactive in determining the technological needs of its students and will communicate the process of requesting a loaner device and/or wireless hub to families at the onset of the emergency closure.

Daily Schedule:

All schools will continue to follow the regular daily bell schedule. The district will continue to follow the letter day schedule. Please see the chart below for the elementary, middle, and high school schedules. It will be important for teachers to be accessible should students need help with an assignment or concept; therefore, teachers will be available online during the scheduled hours each day to respond to student emails. In the lower grades, parents will be able to email teachers directly if questions arise about assignments. Students will have the flexibility to complete activities and assignments during the course of the day to allow for the fact that younger children may need parental assistance and guidance for some of the learning activities.

DUMONT PUBLIC SCHOOL DISTRICT
Bell Schedule

	<u>SELZER SCHOOL</u>	<u>HONISS SCHOOL</u>	<u>LINCOLN SCHOOL</u>	<u>GRANT SCHOOL</u>	<u>HIGH SCHOOL</u>	<u>TYPICAL STUDENT/ NORMAL DAY</u>	<u>INSTRUCTIONAL TIME</u>
Pre-K	9:00 am - 11:00 am					2 hrs.	2 hrs.
Handicapped	12:30 pm - 2:30 pm					2 hrs.	2 hrs.
Kindergarten	8:40 am - 11:30 am	8:40 am - 11:30 am	8:40 am - 11:30 am	8:40 am - 11:30 am		6 hrs., 15 minutes	5 hrs., 10 min.
	12:35 pm - 2:55 pm	12:35 pm - 2:55 pm	12:35 pm - 2:55 pm	12:35 pm - 2:55 pm			
Grades 1-5	8:35 am - 11:30 am	8:35 am - 11:30 am	8:35 am - 11:30 am	8:35 am - 11:30 am		6 hrs., 25 minutes	5 hrs., 20 min.
	12:35 pm - 3:00 pm	12:35 pm - 3:00 pm	12:35 pm - 3:00 pm	12:35 pm - 3:00 pm			
Grades 6-8	8:25 am - 12:04 pm	8:25 am - 12:02 pm				6 hrs., 35 minutes	5 hrs., 30 min.
	1:09 pm - 3:00 pm	1:07 pm - 3:00 pm					
					Zero Period -	with zero period	
					7:25 am - 8:00 am	7 hrs. 25 minutes	
Grades 9-12					8:05 am - 11:07 am	6 hrs., 50 minutes	5 hrs., 35 min.
					12:02 pm - 2:55 pm		

Guidance/College and Special Education Services:

Our Guidance Department is fully prepared to handle any college and/or career-related concerns for our seniors still submitting college applications and/or needing assistance for any college, career, or military enlistment and/or services. This goes for the rest of our student body as well. Our guidance counselors and team will be working remotely and by phone, when necessary, to ensure students still receive all necessary services. A simple e-mail to any one of your counselors will assist in answering any questions and/or concerns that may arise.

Our District Special Education Department will continue to offer continuity of instruction for students in need of the varying supports offered by the special education department. As previously stated, IEP driven related services, such as Speech, OT, and PT, as well as general education Guidance Counseling, will be addressed by school personnel through direct communication with parents (i.e. emails, websites).

The Director of Special Services as well as the Supervisor of Guidance will hold a daily phone and/or video conference via Google Meet/ Google Classroom, with all Child Study Team members (School Psychologists, School Social Workers) and K-12 school counselors, Student Assistance Counselor, respectively, to provide updates as well as address and respond to any parent, student, or programmatic concerns.

For elementary counseling services, we have facilitated for the following:

- Students can access the Grade K-5 Google site for resources and activities
- School counselors will be available for e-mail correspondence, phone and/or video conferences with parents/guardians during regular half-day session hours
- School counselors will continue to reach out to parents/guardians of students identified as "higher need" (504, I&RS, IEP, and previously parentally consented individual counseling) on a regular basis in conjunction with current practices (weekly, biweekly, monthly)
- Individualized resources/activities will be made available for these students as needed
- School counselors will revise & update the Grade K-5 Google site if necessary, dependent on the length of our school closure for students
- Our CarePlus Mental Health Social Worker will continue all counseling via telephone with students and families.

For middle school counseling services, we have facilitated for the following:

- Students can access the Grade 6-8 Google site for resources and activities
- School counselors will be available for email correspondence, phone and/or video conferences with parents/guardians during regular half-day session hours
- School counselors will continue to reach out to parents/guardians of students identified as "higher need" (504, I&RS, IEP, and previously parentally consented individual counseling) on a regular basis in accordance with current practices (weekly, biweekly, monthly)
- Individualized resources/activities will be made available for these students as needed
- School counselors will revise & update the Grade 6-8 Google site if necessary, dependent on the length of our school closure
- School counselors will continue scheduling 8th grade students by entering their course selections for 2020-2021 in PowerSchool (rising 9th graders)

- Our CarePlus Mental Health Social Worker will continue all counseling via telephone with students and families.

For high school counseling services, we have facilitated for the following:

- School counselors will be available for email correspondence, phone and/or video conferences with parents/guardians during regular half-day session hours
- School counselors will continue to reach out to parents/guardians of students identified as "higher need" (504, I&RS, IEP and previously parentally consented individual counseling) on a regular basis in accordance with current practices (weekly, biweekly, monthly), Individualized resources/activities will be made available for these students as needed
- Google Classrooms have been established for each grade level at the high school. Students have been assigned to complete grade-level appropriate tasks that involve the college-going process, college & career readiness & improving organizational skills. Students were notified about these Google Classroom via email
- School counselors will work with 11th grade students and parents/guardians to conduct scheduled college-going meetings by telephone and/or Google Meet conferences
- School counselors will participate in any IEP, 504 meetings from their remote location via Google Meet
- Our CarePlus Mental Health Social Worker will continue all counseling via telephone with students and families.

School counselors, Child Study Team members were provided information on how to retrieve their voicemail from home (201-338-8910), so they can retrieve voicemail and respond to messages in a time sensitive manner. The Director of Special Services and the Supervisor of Guidance are copied to e-mail correspondence with parents to maintain understanding of our school community during this period of uncertainty. School counselors and Child Study Team members will also keep a log of their interactions with students and/or parents/guardians.

2. Ensuring Continuity of Services

The district is committed to meeting not only the academic needs of its students, but the health and the social-emotional needs of all students as well. During an emergency closure, the following provisions will be implemented to ensure that student needs are met.

Access to Devices/Broadband: Currently the district has devices assigned to all Grade 2 and 5-12 students. Additional devices are available for distribution to students in grades K-1 and 3-4. On a recent survey to families, many of our families replied that they have access to at least one device and have Internet access as home. Should an emergency closure occur, the district is confident that it has enough devices to distribute to families in need. The district has also purchased wireless hubs for families who require access.

Food/Meal Service: Students will be provided with one meal per day. The provider in cooperation with the school district will contact all families directly to provide this service. Service will be provided on a grab-and-go basis from a central location. The food service provider will prepare lunch meals that can

contain an entree, two servings of fruit and vegetables and a cold milk. All meal components will be in a cold meal service style. These meals will be available at no charge to students

During the emergency closure period, the meals will be available for pick-up between 10am and 12pm. The district will allow for flexible pick-up options for families. The central pick up location for the district is: Dumont High School, 101 New Milford Avenue, Dumont, NJ 07628.

The District Food Service is a certified food handler and will follow all of the New Jersey Department of Agriculture safety requirements, including proper temperature control.

Social Emotional Learning (SEL) and School Culture and Climate:

In the area of SEL, the District will provide:

Tailored SEL Guidance Classroom Lessons (elementary, middle, and high school) The Office of Curriculum and Instruction and the Office of Special Services, including school-based counseling services, will collaborate to provide Tier 1 and Tier 2 programs for students regarding psychoeducation and coping strategies for anxiety around COVID-19. Each school building's Pandemic Committee will convey information regarding restart and reopening and ongoing concerns with COVID-19 to the District Administration gathered from parents, students and staff. Each Pandemic Team will have a liaison (with a designated email) in order to efficiently aggregate and disseminate feedback to appropriate administrators.

Resources for the District:

Guidance Counseling Resource:<https://sites.google.com/dumontnj.org/counselingresource/home>

CASEL Updated Resource:

https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf

Multi-Tiered Systems of Support (MTSS):

In the area of MTSS, the District will:

- Conduct team building interaction meetings/ activities in each school building.
- Identify students for our Tier 2 (Basic Skills Intervention) with existing screening procedures.
- Create a parent feedback survey to help link concerns at home with the right support provided by educational specialists and administrators.

Resources for the District:

Educator Self-Care Assessment

<https://gtlcenter.org/sites/default/files/Educator-Resilience-Trauma-Informed-Self-Care-Self-Assessment.pdf>

NJ Tiered System of Supports

<https://www.nj.gov/education/njtss/overview/>

National Association of School Psychologists (School Adjustment Risk Matrix) [https://www.nasponline.org/resources-and-publications/resources-and-podcasts/covid-19-resource-center/return-to-school/returning-to-school-following-covid-19-related-school-closures-the-covid-19-school-adjustment-risk-matrix-\(c-sarm\)](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/covid-19-resource-center/return-to-school/returning-to-school-following-covid-19-related-school-closures-the-covid-19-school-adjustment-risk-matrix-(c-sarm))

Wraparound Supports:

In the area of Wraparound Supports, the District will continue to:

- Provide Trauma Informed training (refresher workshops for all staff, access to Safe Schools trainings, specific trainings from our Mental Health Agency partnership with Care Plus NJ, as well as free county sponsored trainings).
- Provide counseling and parent support via our higher education affiliation agreements with school psychology and school social worker training programs.
- Link existing courses in school psychology to our internal procedures of when teachers request consultation via the Intervention and Referral Services committees in each of our schools.
- Collaborate and meet with our county's Care Management Organization (Bergen's Promise) to supplement support for our families outside of the school buildings.
- Engage in our multi-year grant with the NJDOE NJTSS-ER and meet quarterly with respect to tiered systems of support.

Resources for the District:

National Child Traumatic Stress Network Resource

https://www.nctsn.org/sites/default/files/resources/fact-sheet/trauma_informed_school_strategies_during_covid-19.pdf

Building Trauma -Sensitive Schools Resource

<https://safesupportivelearning.ed.gov/building-trauma-sensitive-schools>

Procedures to Foster and Maintain a Safe and Supportive School Climate

Procedures to foster and maintain a safe and supportive climate must be implemented and communicated.

- The Guidance Department and Special Ed Department will collaborate to develop programs for students targeting the fear of COVID19 and the stigma associated with it.
- The Pandemic Committee will meet regularly to convey information regarding COVID19 to the District Administration gathered from parents, students and staff.
- The Pandemic Team liaison will communicate the feedback sent to the schools by parents and other stakeholders regarding COVID. The Pandemic Team Liaison will monitor this feedback and forward to appropriate administrators.

Provide Necessary Communications to the School Community and to District

To provide necessary and frequent information to the school community, the District will use multiple platforms.

- Website for FAQ and other information
- School Messenger - phone or email
- Printed mailings
- Surveys will be conducted often to gather information from staff, parents and students

Create Pathways for Community, Family and Student Voices

- Information will be disseminated in multiple languages.
- The District will conduct surveys to gather information from staff, parents and students.
- Pandemic Teams will meet regularly.