

Little Falls Township Public Schools



District Emergency Virtual Instruction Program

One District...One Team...One Vision

32 Stevens Ave. Little Falls, NJ 07424



PREPAREDNESS TEAM

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Dana Sprague	School #1 Principal
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Jill Castaldo	School #2 Principal
Dawn Daura	Director of Special Services
Charles Smith	Buildings and Grounds Manager
Adam Cooper	Technology Coordinator

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COMMUNICATION:

The Little Falls Township Public Schools will communicate with all families, stakeholders, and community members via:

- Realtime E-Blasts
- Realtime Text Messages
- Updates on Parent Portal
- Little Falls Township Public Schools App
- Social Media
- Reverse 911 phone calls

CONTINUUM OF EDUCATION:

In the event that the Little Falls Public School District is impacted by a required closure, we would proceed with daily instruction virtually.

1. The district is able to distribute a device and charger to every student and staff member grades preschool – 8.
 2. Utilizing Google Classroom, Google Hangout, SeeSaw, Teacher Webpages, and online versions of our textbooks, teachers would be able to provide the regular day's instruction.
 3. Google Hangout times have been established so no conflict exists between whole group classroom discussion and individual student assistance that may be needed.
 4. Materials such as rulers, graph paper, leveled readers, and calculators will be distributed as well where needed.
- ❖ Inclusion sections, LLDI, and LLDII will all follow the same as above.
 - ❖ Boost will follow same as above.





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WiFi:

1. All staff and students were given district owned devices (either chromebooks or iPADS)
2. Currently, All Staff and Students have WiFi access as well as digital devices
 - a. If they did not have WiFi access, a hotspot was provided to them by the district.
 - b. If a situation occurs where someone loses WiFi access, a hotspot will be provided to them.

DEMOGRAPHIC PROFILE:

- Total Student Count: 919
- Students with Disabilities: 189
- English Language Learners: 20

STAFF ATTENDANCE:

Staff attendance will be accounted for in the following ways:

1. Google Hangout PLCs
2. Google Hangout Faculty Meeting
3. Communication logs with parents/teachers

***Staff should contact their school secretary, nurse, and principal if they are sick so that we are able to monitor attendance as well as illness indicators. In addition, staff should document their absence in Aesop.**

STUDENT ATTENDANCE:

Student attendance will be accounted for in the following ways:

1. Google Hangout Sessions
2. Submission of daily assignments
3. Response to any required communication

***Parents should continue to call the student absence number if their child is sick so that we are able to monitor attendance as well as illness indicators.**





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RELATED SERVICES:

Speech Therapists:

- Prepare activities that support speech objectives for the students on therapists' caseload; (ie: utilize paper activities, apps on an iPad, individual student activities on Google Classroom, SeeSaw).
- Therapists will contact families to provide support via Google Classroom, phone, email. Contact will be documented.
- Any missed sessions will be tracked and made up upon school reopening.
- Speech therapies to students will continue to be provided through electronic communications, virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.
- Therapists will ensure that activities provided will engage students in activities for the amount of time required in the student's IEP, in addition to extension activities.

Occupational Therapists:

- Prepare activities that support occupational therapy objectives for each student on caseload.
- Provide fine and gross motor activities / sensory activities that could be completed utilizing commonly found items in the home.
- Therapists will contact families to provide support via Google Classroom, SeeSaw, phone, email. Contact will be documented.
- Any missed sessions will be tracked and made up upon school reopening.
- Occupational therapies to students will continue to be provided through electronic communications, virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.
- Therapists will ensure that activities provided will engage students in activities for the amount of time required in the student's IEP, in addition to extension activities.

Physical Therapists:

- Prepare activities that support physical therapy objectives for each student on caseload.
- Provide instruction regarding activities, movements, exercises that could be completed at home to support objectives.





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- Therapists will contact families to provide support via Google Classroom, SeeSaw, phone, email. Contact will be documented.
- Any missed sessions will be tracked and made up upon school reopening.
- Physical therapies to students will continue to be provided through electronic communications, virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.
- Therapists will ensure that activities provided will engage students in activities for the amount of time required in the student's IEP, in addition to extension activities.

ELL:

- Virtual Learning will be provided through:
 - Google Classroom
 - SeeSaw
 - Web Based learning programs
 - Live online lessons will also be provided to address the individual needs of each student.
 - ELL Teacher will ensure that activities provided will engage students in educational activities for the appropriate amount of time required, in addition to extension activities.
 - ELL Teacher will attend grade level meetings to remain informed on ELL students' performances.
- Parents are communicated with through:
 - ELL teacher
 - Translated district-wide communications
 - District website which uses Google Translate

PARAPROFESSIONALS:

- Will assist teachers in the preparation of materials.
- Will assist teachers, as needed, during this period of time.
- Will assist students during live online lessons.
- Will assist students during teacher office hours when invited by the student.
- Complete additional online training through Safe Schools.
- ACE Training.
- Will assist with delivery and distribution of meals to our free and reduced population.





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OUT OF DISTRICT PLACEMENTS –

If we are closed and they are not, are our students continuing to attend?

- Windsor – Yes, Students will continue to attend school.
- New Beginnings – Yes, Student will continue to attend school.
- Washington School (BCSS)- Yes, Student will continue attend to school.
- PVHS (BCSS) – No, Student will not attend school. Student will be provided with home programming as outlined in PVHS (BCSS) emergency plan.
- All students attending out of district placements are following the specific remote learning plans developed by each individual program.
- District case managers are in continual contact with each family to ensure their IEP is being implemented and addressing any parental concerns. Parent contact is documented in student files.

GRADING

Preschool – Grade 4:

- Progress Reports and Individual Conference will replace final report card
- A Student-Led conference via zoom will be held with every student, guardians, and teacher team.
- Students will discuss goals set, goals met, and progress needed.
- Descriptive Feedback techniques will be utilized by staff.

Grade 5 – Grade 8:

- Students can receive the following grades for marking period 4:
 - A
 - B
 - P (Passing)
 - I (Incomplete)
- In addition, a Student-Led conference via zoom will be held with every student, guardians, and teacher team.
- Students will discuss goals set, goals met, and progress needed.
- Descriptive Feedback techniques will be utilized by staff.





OTHER STAFF RESPONSIBILITIES:

Behaviorist:

- Will contact the families of students with behavior plans on a weekly basis (or more if needed), to check and provide suggestions and support. Will oversee students utilizing ACE and monitor programs. Contact and activity logs will be documented.

Child Study Teams:

- Case managers will remain available to families to provide support. Contact with families will be via phone or email. CST will remain in contact with Special Education teachers to ensure students' goals and objectives are being met. CST will complete all necessary paperwork associated with IDEA timelines and compliance regulations. Contact and activity logs will be documented.

Nurses:

- Check absence verification system to log student attendance and symptom descriptions
- Communicate regularly with local health department.
- Disseminate any information necessary to staff and/or administration.
- Disseminate any information necessary to parents.
- Google Hangout with crisis team:
 - District Nurses
 - Principals
 - Director of Special Services
 - School Psychologist
 - Superintendent

MONITORING IEPs:

- Case Managers are attending weekly grade level Zoom or Google Hangout meetings with administrators and classroom teachers to monitor student progress.





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- Frequent Zoom meetings are held with case managers, Director of Special Services, and special education teachers of each program (ICS, LLDI, LLDII) to discuss /share innovative ways to meet the unique needs of student's with IEP's.
- Progress monitoring and completion of progress reports of student's goals and objectives.
- Frequent check-ins with parents via phone and email to obtain parent and student feedback.

IEP MEETINGS:

- All IEP meetings are being held via videoconferencing utilizing Zoom and Google platforms. Parents are given the option to participate by phone or to attend virtually.
- Parents are given ample notice of the meeting and provided a copy of the proposed IEP via email prior to the IEP meeting.
- All IEP meetings will continue to be held within the appropriate time lines to the greatest extent possible.
- CST members are utilizing e-signature processes to obtain signed parental consents.

BOOST

All identified students will continue to participate in the district Boost program. Students are being provided instructional activities to support their specific identified area of weakness.

- Boost sessions will continue to occur twice weekly.
- Assignments and activities will help students maintain progress.
- Assignments will be differentiated and modified to meet the specific needs of the students.
- Teachers will ensure that activities provided will engage students in activities for the amount of time required (30 minutes per session).

EXTRA-CURRICULAR PROGRAMS:

All extra-curricular programs that are identified as being able to run virtually will continue to do so.

- Students will be notified by their advisor whether or not the program will run
- Advisors will ensure that the program runs at the time and for the duration as usual
- Advisors will work with administrators to coordinate the logistics of any necessary performances/culminating activities (ie art fair, concerts...)

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EXTENDED SCHOOL YEAR:

Extended School Year will be offered to all students who have been identified through their IEP teams as requiring it. ESY program will be provided through remote learning practices.

- Parents will be given the option via a Google Form to:
 - (1) Receive both remote instruction and related services
 - (2) Receive related services only
 - (3) Virtual instruction only
 - (4) Decline both remote instruction and related services
- Remote instruction will continue to be provided through Zoom, SeeSaw, and Google platforms
- Emphasize will be on interactive lessons and instruction and will be theme based
- Student to teacher ratios will be reduced to increase direct instruction
- Program will focus on the maintenance of skills acquired and addressing areas of regression noted.
- All related services will be provided through live teletherapy services and engage students in activities for the amount of time required in the student's IEP, in addition to extension activities.
- Full Day Preschool and LLD II programs will have a 5-hour day
- Half Day Preschool and LLD I programs will have a 3-hour day
- Individual and small group virtual sessions will be provided daily and customized to each student or groups needs

SOCIAL AND EMOTIONAL LEARNING

- School Counselors are providing resources for students through Google classrooms
- Healthy Hornets Zoom meetings with district mental health professionals available to the staff and families.
- Care Plus parent presentations addressing topics related to social / emotional health
- Resources and information available on district websites





GIFTED AND TALENTED:

All identified students will continue to participate in the district Gifted and Talented program.

- Gifted and Talented Classes will continue to occur weekly.
- Assignments and activities will help students maintain progress.
- Teachers will ensure that activities provided will engage students in activities for the amount of time required (30 minutes per session).

FACILITIES:

Custodial staff will continue to clean and sanitize all facilities and buses. The custodial staff will work on a schedule that is developed with and agreed upon by the Buildings and Grounds Manager and Business Administrator.

- Anyone entering the building must have clearance by the Superintendent and Buildings and Grounds Manager.
- The person is monitored by the Building and Grounds Manager while on premises.
- Any area visited will be immediately sanitized once the person has exited the building.
- At this point no one other than those identified as essential workers are allowed in the building.

MEAL SERVICE:

- Students who qualify for free and reduced meals will continue to receive breakfast and lunch.
- Meals would be prepared in our School #1 kitchen by Pomptonian.
- Pomptonian's staff just completed a review course on the proper food handling techniques in avoiding the spread of illness. We have a certified ServSafe Food Manager in district.
- Meals will be distributed using district buses, secretaries, and paraprofessionals.
- Meals will be left at front door.





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ESSENTIAL EMPLOYEES:

Superintendent
Superintendent Administrative Assistant
HR
Business Administrator
Assistant to the Business Administrator
Payroll
Accounts Payable
School #1 Principal
School #1 Nurse
School #1 Custodial Staff
School #3 Principal
School #3 Nurse
School #3 Custodial Staff
School #2 Principal
School #2 Nurse
School #2 Custodial Staff
Director of Special Services
Buildings and Grounds Manager
Technology Coordinator



EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

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The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district 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 for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9. In addition, pursuant to N.J.S.A. 18A:7F-9.b. 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.a., 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.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.



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The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for 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 may retroactively approve the program.

If provided under the district's program of virtual or remote instruction that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner of Education in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district 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 Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; this Policy; and Regulation 2425 shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.



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In the event of the closure of a school or the schools of the district 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 for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) and 1 through 4 above shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered



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into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3) and 3. above, if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4) and 4. above, if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be posted prominently on the school district's website.

N.J.S.A. 18A:7F-9

N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted: 12 October 2021

Revised: 20 September 2022

