

# GLEN ROCK PUBLIC SCHOOLS

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Posted: March 20, 2020

## **Plan and Guidelines for Glen Rock Public Schools COVID-19 Virtual School Days**

Glen Rock School District (GRSD) will create meaningful and innovative ways to deliver virtual instruction for all students during the COVID-19 public health emergency.

**Proposed Solution:** As the NJDOH directed that schools be closed, the Glen Rock School District (GRSD) will implement the virtual school option, pending county executive office approval. GRSD will implement an instructional experience that “provides an exceptional education to all students to cultivate resilient, responsible and engaged global citizens” [GRSD District Vision Statement] and meets state guidelines.

**Preparation:** Our teachers will design virtual learning activities in two ways. One way is through **synchronous** learning, which means that all students will be required to be virtually present in a chat room, discussion or online platform in order to interact with their teacher and fellow students in real-time. At the High School and Middle School, teachers have been instructed to schedule all synchronous learning to be aligned with the bell schedule so that students are not double booked with synchronous learning appointments. The second method of virtual learning is called **asynchronous**. In this method, teachers, including all elementary staff, design experiences that can be completed anytime throughout the day without the need for real-time, live feedback. Many teachers will be using this asynchronous method or a mixture of both methods. All instruction will be aligned to NJSLs and district curriculum.

**Accountability:** To ensure that students get credit for “attendance”, as students log in and/or communicate with their teacher via the Schoology learning management system (LMS), the teacher will mark that student “present” in Genesis. If the teacher does not communicate at some point with the student or the student does not log in to Schoology during school hours, the student shall be marked “absent”. Every school day will run on the school district schedule: 7:50 am- 2:54 pm for high school students, 7:50 am - 3:00 pm for middle school students, and 8:30 am - 3:00 pm for elementary students.

**English, Social Studies, Science, Math, World Language, Tech Ed Lessons:** Students will be engaged in a variety of learning activities both online and offline. While online, students will access digital textbooks, instructional videos, teacher created content, discussions, and commercially developed digital instructional materials which support the adopted curriculum units. Students will create a variety of different forms of content, including: digital portfolios, online discussions, writings, presentations, videos

and podcasts. Many teachers have identified content specific software and websites which support the curriculum and the students can use. Also, students may be assigned other offline activities such as journaling their physical activities for their physical education class or cooking for their family & consumer science class.

Elementary students will maintain their usual weekly instructional schedule with specials (Library, PE, Art, Music). Students will be able to access their instructional activities and lessons from a link on the front of their teacher's Schoology page (Updates). The links will take the students to a template with planned activities by all specialists.

Elementary students enrolled in Basic Skills Instruction - Reading, Basic Skills Math, Special Education, Spanish, and English as a Second Language (ESL) will also be able to access their instructional activities and lessons from the specialists' link on their classroom teacher's Schoology Updates page.

**Special Services Accommodations:**

- Collaborative teachers will co-plan the lessons with their partners.
- Collaborative teachers will proactively reach out to students with IEPs in their class as they may have challenges related to this type of learning activity.
- Special program teachers will work with CST to plan appropriate, supported, and scaffolded activities for their students.

**Physical Education Classes** not currently in the health portion of the curriculum will shift to the health units while in a virtual day mode. Physical Education/Health teachers will develop lessons with a grade level focus aligned with the K-12 curriculum. The teachers will create lessons on hygiene and germ transmission prevention as well as lessons that complement the work they have already accomplished on mindfulness, stress reduction, and mental health awareness. Students are receiving lessons in Physical Education which encourages them to be active and safe if they are healthy and physically able, and to log/journal their physical activity..

**Related Arts, Music Classes:** These programs/classes will emphasize individual performance and creations by students. Students will be provided with the opportunity to explore and use a variety of digital tools through individual and collaborative assignments and projects. For example, music teachers will plan and provide resources for students to collaboratively create and play/sing arrangements from their own homes through the use of the teacher's Schoology course.

**Guidance and CST Members** will share expectations with their respective departments for ways to be productive and engage with students during this day. Counselors and CST members will establish available office hours for students and/or parents to communicate with them. Counselors and CST members will be responsible for staying in touch with students for whom we know might find this type of learning a challenge. Additionally, counselors, when feasible, will virtually conduct course selection meetings, grade level conferences, etc.

**Students Without Wifi Access:** Students without wifi access have been identified and will be provided with a wifi hotspot by the district for the duration of the extended closing in order to engage with the work.

**Students Eligible for Free and Reduced Lunch:** We have been in communication with our food service vendor, Pomptonian. In the event of a school closing under the state criteria, Pomptonian will provide a

Grab-and-Go meal at the student's individual school or if a delivery system would be necessary, the meal will be delivered to the student's home.

Submitted by:



Dr. Brett Charleston  
Superintendent of Schools

## **Appendix: NJDOE Checklist for Emergency Preparedness Plans**

### **Section 1: Access and Equity**

*Does the plan include equitable access to instruction for all students?*

The plan includes equitable access to instruction for all students. PreK-12 students were provided with a computer and all have access to our LMS (Schoology). Students that require modifications will receive them through differentiated assignments through Schoology or direct contact via email from a CST Case Manager, special educator or teacher of ELL.

*Does the plan include an overall demographic profile for your district, including students counts for state funded pre-school, homeless, low socioeconomic (LSE), Students with Disabilities, and English Language Learners (ELLs)?*

Category	Student Count
Pre-School (if state funded)	0
Homeless	0
Low Socioeconomic	16
Students with Disabilities	550
English Language Learners (ELLs)	38

*Does the plan ensure that all students, with their varied and age-appropriate needs, are addressed through the plan?*

Yes, staff and administration will ensure that lessons will be differentiated by grade level and students' individual learning needs as they would in the classroom.

*Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms?*

All students in Grades PK-12 have a district-issued computer for the duration of home instruction due to COVID-19. Students who we have identified in Grades PK-12 as not having full access to technology due to lack of WiFi will receive it free during the extended closure through the local internet provider, Altice. We also provided MiFi to students who were unable to connect via Altice.

## **Section 2: Special Education and Related Services**

*Does the plan address the provision of appropriate special education and related services for students with disabilities?*

Each student with an IEP will continue to be provided with the special education and related services as identified in their IEP or a plan developed under Section 504.

*Does the plan include adapted materials and assignments to meet student needs?*

Yes, students will be provided with modified and adapted materials and assignments via a variety of platforms and or as indicated by their IEP. Any student who requires hard copy materials have been given those materials or will have them sent via mail. If there is a need for additional supports, general education teachers, special education teachers, related service providers, and case managers will be available by teleconference and or videoconference to support the student.

*Does the plan prepare for how evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings, will be rescheduled?*

When possible, IEP reviews and meetings and or evaluations will take place virtually (as developmentally appropriate) as per NJAC 6A:14-2.3(k)6 "...Parental participation may include the use of electronic conference equipment to conduct a videoconference or conference call." Consideration will be made if a parent wishes to meet 'face to face' or in a small group setting with as minimal face to face contact as possible. All meetings and evaluations missed will be made up as soon as it is safe to do so.

*Does the plan include communication with all parents, including those of students in out-of-district schools and contracted providers (e.g., Head Start and private preschool providers), in their native language?*

Parents, including those who are out of the district, will receive communication in their native language with the use of translators via phone, video or material translated to their native language.

*Does the plan consider the needs of students who are medically fragile?*

Students who are medically fragile are advised to follow the direction of their doctors. The IEP Team would be required to follow these directions after concurrence with our district doctor. Any services missed would require the IEP team to make an individualized determination as to whether compensatory services are needed under applicable standards and requirements.

*Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be determined?*

Extensive plans to deliver related services virtually have been individualized, created and have been shared with families. If a child does not receive adequate services during the closure, the student's IEP team or appropriate personnel must make an individualized determination whether and to what extent compensatory services may be needed, consistent with applicable requirements, including to make up for any skills that may have been lost.

*Does the plan include communication with out-of-district schools where district students are attending including what will happen if the district is closed and the school is not?*

Communication with parents of all students, including students who are out of district, is included in the plan. If the district is closed but the out of district school is open, the student will continue to attend the OOD placement and transportation to and from the placement will continue uninterrupted.

*Does the plan consider transportation for students attending out-of-district schools and when and how to inform vendors if schools close?*

The plan considers transportation for students attending OOD schools and how and when to inform the vendors if schools close. All bussing out of the district is managed by Region I.

### **Section 3: Meal Distribution**

*Does the plan address the provision of school nutrition benefits or services for eligible students?*

SFA Name:

Agreement #:

Date Meal Distribution will begin: **March 16th, 2020**

Date Meal Distribution will end: **March 27th, 2020**

Schools/Site where distribution of meals will take place: **Glen Rock High School Main Lobby**

Meals to be claimed for reimbursement per day: (up to two meals, or one meal and one snack, per child per day): **N/A**

Please outline the SFA's method(s) for meal distribution, including meal content and meal counting and claiming procedure. If the SFA plans to provide meals for multiple days, please outline the plan below. Include how all food safety requirements will be met.

### **Section IV: Essential Personnel**

**Superintendent:** Manage the day to day operations of the district, hand out laptops, prepare agenda, interview candidates, oversee virtual learning instruction, address parent questions and concerns

**Business Administrator/Board Secretary:** prepare agenda, finalize budget, pay bills, prepare minutes

**Payroll Clerk:** Run payroll

**Director of Security:** Secure premises, arrange and grant permission for visitors, secure mail, distribute mail

**Pomptonian Food Services:** 2 food service workers to prepare lunch for our Free and Reduced lunch students

**Maintenance/Custodial:** 14 total workers to clean, disinfect, operate the boilers, and make repairs as needed