



# Emergency Virtual or Remote Instructional Plan 2024-25

*To Be Approved by the Upper Saddle River Board of Education on July 17, 2024*

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## Introduction

The Upper Saddle River School district services 1,122 students. The school system consists of three facilities: Reynolds Elementary (Pre-K to 2), Bogert Elementary (3 to 5) and Cavallini Middle School (6-8).

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 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 Commissioner of Education. This plan would be implemented during 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 superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the 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 such other matters as determined by the Commissioner of Education.

**Essential Personnel/District Healthy Committee** - The district will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.

<b>Duties</b>	<b>Staff Member/Title</b>	<b>Contact Information</b>
Governance	C. Lauren Schoen, Interim Superintendent	lschoen@usrschools8.com
Facilities	Dana Imbasciani, Business Administrator	dimbasciani@usrschools8.com
Program	Amy D'Ambola, Director of Curriculum & Instruction	adambola@usrschools8.com
Special Services	Carriann DeVito, Director of Special Education	cdevito@usrschools8.com
Technology	Daniel Cazes, Director of Technology	dcazes@usrschools8.com
Staff management and parent communication	Devin Severs, Reynolds School Principal	dsevers@usrschools8.com,
Staff management and	David Kaplan, Bogert School Principal	dkaplan@usrschools8.com

Upper Saddle River Schools Emergency Virtual or Remote Instructional Plan  
for the 2024-25 School Year.

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parent communication		
Staff management and parent communication	James McCusker, Cavallini Middle School Principal	jmccusker@usrschools8.com
Staff management and parent communication	Salliann Ran, Cavallini Middle School Assistant Principal	sran@usrschools8.com
Staff management and parent communication	Rosemarie Malloy, PreK - 5 Dean of Students	rmalloy@usrschools8.com
Health	Ailish Fillis, Certified School Nurse	afillis@usrschools8.com

### District Health Committee Members

Name	Title
Devin Severs	Reynolds Principal
David Kaplan	Bogert Principal
James McCusker	Cavallini Principal
Carrieann DeVito	Director of Special Education
Ailish Fillis	CSN
Sara Lupu, MD	School Physician
Rosemarie Malloy	PreK-5 Dean of Students
Suzanne Cook	Teacher
Robyn Ranges	RN
Kathrine Baker	Mental Health Social Worker/CST
Susan Gandara	BOE President
Erin Ginsberg	BOE Member
Emma O'Connor	Parent
Alec Schwartz	Parent
Sherika Medina	Parent
Michelle Borin	Parent
Caryn Kotz	Parent

## Virtual or Remote Learning Instructional Plan

In the event of a mandated emergency closing, the following remote instruction schedules will be implemented. The district will ensure that every student participating in remote learning has access to the requisite educational technology and the provision of special education and related services. Full-time remote learning will adhere to the length of school day requirements pursuant N.J.A.C. 6A:32-8.3, local attendance policies, and any other local policies governing the delivery of services to, and district expectations of, students participating in remote programs and their families.

### School Schedules

#### ELEMENTARY

In-School Learning Session		
8:00-8:15 or 12:00-12:15	15 minutes	Community Circles
8:15-9:30 or 12:15-1:30	1 hour and 15 minutes	Word Study/Reading/Writing
9:30-10:15 or 1:30-2:15	45 minutes	Math
10:15-10:35 or 2:15-2:35	20 minutes	Science/SS
10:35-10:40 or 2:35-2:40	5 minutes	Dismissal

At-Home Learning Session (Vary by Homeroom)		
9:00- 9:40 or 1:00-1:40	40 minutes	PE/Health Art Music
9:40-10:00 or 1:40-2:00	20 minutes	Reading/Writing/ Word Study Extension
10:00-10:20 or 2:00-2:20	20 minutes	Math Extension
10:20-10:40 or 2:20-2:40	20 minutes	Science/SS Extension
*1 or 2 times a cycle Learning Lab Skills	30 minutes	<u>Replace</u> Reading/Writing/Word Study Extension on these Days

Note: Related Services (Speech, Occupational Therapy, Physical Therapy) and Support Services (Multilingual Learners, Title I Supports, if applicable, and Enrichment) will generally be scheduled during At-Home Learning Time. This will be based on individual student needs. Extra curricular activities will also be offered during At Home Learning Time, to the extent possible.

Middle School Schedule (SAMPLE)

<b>In-Person (AM)</b>	
8:00 - 8:40	Math
8:40 - 9:20	Science
9:20 - 10:00	Social Studies
10:00 - 10:40	English
<b>10:40 - 12:00</b>	<b>Lunch Break</b>
<b>Virtual (PM)</b>	
12:00 - 12:50	PE / Elective
12:55 - 1:45	Academic & Support Block
1:50 - 2:40	Spanish

<b>Sample Student #2</b>	
<b>Virtual (PM)</b>	
8:00 - 8:50	PE / Elective
8:55 - 9:45	Academic & Support Block
9:50 - 10:40	Spanish
<b>10:40 - 12:00</b>	<b>Lunch Break</b>
<b>In-Person (AM)</b>	
12:00 - 12:40	Math
12:40 - 1:20	Science
1:20 - 2:00	Social Studies
2:00 - 2:40	English

**Depending on student needs, the Academic & Support Block includes:**

- Independent academic engagement
- Basic Skills
- Study Skills (SE Program)
- Speech
- Multilingual Learners
- Instrumental Music Lessons
- Enrichment



## Student Growth

The district will assess student progress early and often and adjust instruction and/or methodology accordingly. The district will use multiple data sources to guide data team discussions and short and long term planning. • Surveys • Teachers notes • Attendance records • Observational records • Assessment data (formal, informal, benchmark, summative, and formative) • Feedback forms (parents, students, and teachers). The data will guide adaptations to curricular scope and sequence and individual supports created for students. This will include scaffolding prerequisite skills and enrichment/extension/acceleration that may be needed to enhance student learning.

Staff members will continue to revamp formal and informal grading systems to focus on standardized and individualized learning goals. These practices will align with the work of the district assessment committee. This work serves as a system of accountability for communication of growth, performance, and feedback. This monitoring includes all NJSLS learning standards as well as extended learning opportunities.

## Transportation

The district will coordinate with transportation services as necessary based on student attendance as defined by hybrid, remote or cohorts of students with regards to health and safety protocols.

## Multilingual Learners

- Multilingual Learners will be assessed in person or virtually, as needed.
- The children will have individual and small group sessions, in person or virtually, with a Multilingual teacher.
- Teachers will have increased communication with families.

Teachers, administrators, and counselors will be provided training sessions to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country

- Multilingual Learners and families will be provided training sessions, office hours, and individual support sessions, as needed.

## Technology Services & Access

The district will provide Chromebook devices to every student in grades K through 8. All students will take their devices home daily in the event that we abruptly need to transition to remote instruction. Students are expected to use the school device in full compliance with the Acceptable Use Policy and proper care is taken when handling the device.

Additionally, the Director of Technology, Supervisor of Special Projects, and Network Technicians will provide support for all staff members in a hybrid or all remote environment. Teachers proficient in specific technology applications to turnkey instruction and support for colleagues. The district will conduct a needs assessment and determine the number of students that will require district-provided devices and/or internet access in order to access remote education. We will provide WiFi access devices for those staff/students/families that have limited access.

## Special Education Services

Goal: continue to meet obligations to special education students

- 504 meetings and/or revisions to 504 plans and health plans will be completed prior to reopening to make necessary revisions that align with the reopening plan and the individual needs of students (including medically fragile students).
- Ongoing evaluations will resume; tests will be prioritized and testing protocols will be implemented to ensure safe testing environments for students and staff.
- Continue with necessary parent meetings conducted via Zoom.
- Related Services will: engage in teacher collaboration and join data teams and provide services specified in the IEP remote and/or in person (This decision will be made case-by-case based on goals in the IEP).
- IEP modifications will be made individually for students based on their needs.
- Special Education Services: students will receive services that are specified in the IEP.
- Addressing Individual learning needs: students will be assessed to determine their performance and IEP goals/accommodations will be revised to match the current assessment.
- Special education programs will service all students who qualify for the specified program. The duration of the program may be modified to match the duration of the general education programs.
- The district will provide a virtual ESY program if a virtual environment is necessary.

## Delivery of Services

### Behavior Analysts

- Support ABA teachers with planning for maintenance of skills, updating programs, and collection of data.
- Maintain weekly parent contacts through training sessions with ABA teachers
- Provide ongoing paraprofessional training

### Speech-Language Services, Occupational/Physical Therapy, Counseling and Social Skills

- Lessons, activities, and related materials can be posted through Google Classrooms.

- Teletherapy to be provided to the greatest extent possible for all therapy sessions.

### Structured Learning Experiences

- Structured learning experiences will be limited during school closures, however will continue to occur to the greatest extent possible.

### Paraprofessionals

- As per student IEPs, paraprofessionals will provide support to students in breakout sessions within the Google Classroom, Flig Grid Videos, and provide organizational and behavioral support.

### Home Instruction

- Students on home instruction will be included in their Google Classrooms as per their school schedule
- Home instruction will be discontinued during remote learning where feasible.
- Owed home instruction hours will continue to be delivered after school hours.

### Nurses

- Track staff illness during closure and report to local health department
- Monitor any health-related issues through communication and engagement with the NJDOH, CDC, and WHO.
- Prepare and distribute supplementary health lessons for K-5 teachers focusing on any relevant health issues.
- Assist community wide efforts to support families in need at this time.

### School Counselors

- Monitor student attendance and engagement.
- Follow up with families, as needed, to address attendance/engagement issues. .
- Providing strategy based tools for students they can work on at home.
- Social workers and counselors reach out to students regularly.
- Maintain contact logs.

Virtual Resources/Strategies/Presentations shared out via email and posted on the website.

### School Lunch Program

The Upper Saddle River School District does not participate in a mandated school lunch program. The optional school lunch program, sponsored by the Upper Saddle River Parent Teacher Organization, will be suspended until further notice.

Through surveys, family outreach and a designated McKinney Vento liaison, the Upper Saddle River School District works to identify and support families who may be experiencing food insecurity. If the need arises, USR will coordinate with the PTO and other community organizations to provide lunch and other goods and services.

### **Facilities Plan**

The district will clean and disinfect surface areas (desks and chairs), door knobs, bathrooms, and other facilities multiple times a day during the global pandemic. Classrooms are equipped with Lysol wipes and hand sanitizer on a regular basis. For cleaning purposes, the district will maintain a high standard of cleanliness with regard to the surface areas, facilities, and classrooms on a daily basis. The Univent systems were fully replaced in each school building utilizing ESSR and district funds. These systems use high quality filters, which will be checked and replaced on a quarterly basis.

- The district will hire a cleaning company on-call for days when custodians are out
- A schedule will be created for increased, routine cleaning and disinfection. This will include the cleaning/disinfection of: door knobs, light switches, sink handles, countertops, bathroom facilities, shared phones, desks, chairs, tables, benches, handrails, buttons on elevators & vending machines, drinking fountains, windows
- Common areas will be frequently disinfected throughout the day.
- Classrooms will be disinfected between sessions, if applicable.
- Before-school staging areas will be disinfected after each session.
- Bathrooms will be frequently disinfected throughout the day.