

LITTLE FERRY BOARD OF EDUCATION

Emergency Remote Instruction Plan 2023-2024



Board of Education Approval Date: July 20, 2023

<https://www.lfboe.org/page/general-information>

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Overview of Emergency Virtual or Remote Instruction Plan

Overview: In response to the directives of the New Jersey Department of Education (NJDOE) & the New Jersey Department of Health (NJDOH), amid concerns of the continued possibility of Covid-19 and subsequent school closures, the Little Ferry Board of Education, in conjunction with its' Administrative Staff, Board, & Local Health Department feedback, this plan has been developed to provide families with the resources needed to continue student learning and services as safely and seamlessly as possible in the event of a declared health emergency. The plan has been constructed in a way to provide education and services to ensure the safety of the staff & students. This plan is developed in conjunction with the needs of our students and N.J.S.A 18A:7F-9

In the event of a Health Emergency, the Little Ferry Board of Education will work with the local health department to review NJDOH guidelines in order to provide direct services, online instruction, contract services, and/or any other means deemed necessary to meet the needs of our students.

Virtual or Remote Instruction Plan: In the event of a school closure for any extended period of time, virtual instruction will commence in alignment & County Education Office approval. The instructional day will consist of a 4 hour day, with periods that closely mirror the normal school day. The PM session will consist of extra help, enrichment, & mental health opportunities for students. Support staff has defined responsibilities & have the ability to work individually with students. Parents will have opportunities to touch base with parents during the afternoon sessions with teachers. This plan is consistent with the Safe Return to School committee's plan for remote instruction.

District Demographic Profile: The District serves 850 students in grades Pre-K to 8, as of June 30, 2022. There are 135 Special Education students, 208 students receiving Free & Reduced Lunch, & XX ELL students.

Equitable Access to Instruction: The District is 100% 1:1 with Chromebooks for teachers, paraprofessionals, & students in grades K-8 & iPads in Pre-K. The District has conducted a Needs Assessment to determine if all students have internet connectivity. The District has an agreement with Spectrum, the largest cable provider in the borough, to offer low-cost connectivity options to families. The District also possesses ten (10) Verizon "hotspots," that can be utilized by families on an as needed basis. The hotspots only cost the district when they are activated. We work with the families to get set-up with Spectrum while they use the hotspots. Students with Special Needs, accommodations will be addressed according to the Individual Educational Plan (IEP) written for their educational needs. Device malfunctions or breakage is dealt with a ticketing system that can be done by the student, parent, or teacher. There is also a loaner device system in place for broken devices. Google security protocols are in place with firewalls to protect students & staff from wandering onto prohibited places. The Director of Special Services & the CST will ensure that all providers, OT/PT, Speech-Language services, will all be coordinated. The Curriculum Supervisor will work with the ELL department to ensure all the needs of the students are met.

The district has trained all teachers & paraprofessionals in Google Classroom & Google Suite for education. There are Technology coaches available to assist those teachers or staff

members who may not be up to par with the platforms. There is on-going PD and sharing of ideas through grade level meetings & the follow-up by Tech Coaches. All direct services, Speech Therapy & Mental Health counseling will continue during this time and will be monitored by the appropriate administrator.

Learning Acceleration, to ensure maximum student growth to the greatest extent possible will continue to use online platforms. Measurement & mastery of the NJSLs will be used with measurements from Start Strong Assessment, iReady, & the 2022 NJSLs assessments with teacher input. This data will also drive intervention & remediation classes that are set to go in the AM & PM extended day opportunities. The district will also use Project Based Learning (PBL) for bridging gaps in learning and to use for accelerated learning opportunities. All modifications will be noted in lesson planning.

Academic School Counseling: The Elementary counselor (K-7), will modify her schedule as needed to continue to provide counseling to those students who received ongoing counseling prior to, and during remote instruction. Our 8th Grade counselor, is shared with Ridgefield Park, and she is primarily responsible for working exclusively with our 8th Grade students with their current 8th grade issues as well as transition to high school. The counselors will meet with students in Google meet & Google Classroom. They also use email & the telephone to communicate with parents & students. The counselors work hand in hand with the building principals, as well as preparing them for the high school and potential summer programs.

Communication with Families: Communication to families is clear & constant. The Superintendent sent out emails, phone calls, & a weekly video chat to parents & staff members to keep the educational community updated on the current closure situation and other situations as they arise. The videos & the school website have the ability to translate all written & spoken information into their native language via Google translate. Teachers are instructed to keep up phone calls with the parents on a bi-weekly basis.

Addressing Special Education Needs: All teachers & Instructional personnel will continue to implement differentiation & modified instruction for all students & those with IEP/504 Plans & for the medically fragile. Communication with families is the key to proper implementation. The Special Services Director will ensure that the CST communicates with families on an on-going basis. The 504 Coordinator will ensure that students will be serviced directly by communicating with teachers & following up with students. Special Education teachers will provide instruction aligned to the students IEP. Related services will be coordinated by the case managers. Case managers will work with teachers to assist in crafting lessons that will be both synchronous & asynchronous as well as activities to help the students who may be struggling. Special Education will meet regularly with General education teachers to discuss student progress during regularly scheduled meetings.

Case Managers will meet regularly with General & Special Education teachers to ensure that accommodations & modifications are working or need adjustment. They will also meet with service providers to ensure the same. Parent communication will be on-going

& parents will be given the option to have meetings in person or virtually, depending on the circumstances. Wellness checks will be initiated by the School Administration utilizing the attendance verification officer for assistance in hard to locate parents.

English Language Learners: Our ESL Program follows state & federal guidelines. Teachers, Support Staff, & Administrators are trained to support English Language Learners in order to assist them into assimilation to a new culture, while keeping ties to their native culture. Our ESL Department uses a combination of push-in & pull-out service model. The District uses Google translate and where possible, adult native speakers to translate for parents. Teachers use WIDA levels to determine the type of instruction, push in with the mainstream class, or pull out services. Communication with parents is paramount and will be facilitated by the Curriculum Supervisor to direct ESL teachers to reach out to families. On-going Professional Development will be supplied to all administrators & staff during this time as we do during the regular school year.

Safe Delivery of Meals: Parents will log in to a Google Document provided by the school to either pick-up at the school, the baseball fieldhouse or the public Safety Building in town at designated pick up times. All Breakfast & Lunch items will be “Cold Meals.” Breakfast will be made available on Mondays; Tuesdays if Monday is a Holiday. All five (5) days will be available for pick-up for Breakfast. Lunch will be picked up on Mondays (with Breakfast), for Monday & Tuesday. Wednesday Lunch will be picked up for Wednesday, Thursday, & Friday. There are 3 pickup points conveniently located throughout town within designated hours for parents & students to pick up.

Attendance Plan/Students: Students will log in via a Google Doc to their Homeroom between 8:15 AM & 8:25 AM. Teachers will use various methods, Class Dojo, email, or text to notify parents of a child not signed in. Teachers will take attendance & school office staff will pick up the task of communicating to families concerning non-attendance of students. Those students who cannot be reached will have follow-up by the Guidance Counselor, school principal or assistant principal. If the health situation warrants, the school verification officer will visit the home to verify that the family lives there and if there are home. Students working virtually will be strongly advised to keep the camera on at all times during virtual lessons. Failure to keep cameras on, will result in contact from the school administration, first to the student, then to the parent if the situation persists. Parents are asked to email or call the school office if they are reporting a child absent on virtual days.

Attendance Plan/Teachers & Staff: Teachers & staff members will report absences as usual using the Aesop/Frontline system. Teachers are told to indicate that a “Substitute Needed,” so that the administration can utilize a staff member to cover the teachers schedule. Emergency lesson Plans, must be kept current & have three (3) days’ worth of planning. All staff members who are absent, n=must note absence in Aesop/Frontline.

Facilities Plan: All school buildings will be closed to the public & available to designated essential personnel. Maintenance staff, will work in cohorts. Technology Department, Administrators, & Administrative Assistants will also work in designated cohorts as to not cross contaminate groups. This plan will be directed in accordance with all NJDOH & NJDOE established guidelines.

a. **Other Considerations:** Accelerated learning opportunities in the sections below:

Gifted & Talented Programs: G & T programs are imbedded in our curriculum. They are identified by the teachers & are given pertinent assignments that are consistent with the curriculum.

Beyond the School Day Programs: These programs meet in the AM before school or PM beyond the school day after 3 PM. They are primarily in ELA & Math, & Science, areas of identified weakness in the Start Strong, NJSLs Assessment, & iReady assessments. Students will be identified & assigned appropriate instruction, with follow-up by the teachers

Summer 2023 Program: Supplemental remedial & enrichment classes will be run in the summer for those students who need remediation, as well as those who are looking for accelerated learning programs.

b. **Social & Emotional health of staff & students**

Mental Health & Covid 19 Mental Health is supported in Little Ferry as the District has contracted with THRIVE, LLC, a mental health provider. Students can be referred through the guidance counselor, the school principal, or the school social worker for an assessment. If the situation warrants, the parents are contacted to advise them of the recommended services & permission. Staff members may make appointments to meet with the Mental Health providers on a discreet, online line meeting through Google meets.

c. **Title 1 Extended Learning Programs:**

The District uses multiple data points to assess student learning. If it is determined that the student needs extra help as related to the NJSLs, the students are recommended for a variety of programs, including a math interventionist, (Title 1 funded), to give additional math support, to other programs imbedded throughout the school day. The district makes every effort to provide targeted supplemental instruction. There are also a variety of Beyond the School day programs for all students.

d. **21st Century Learning Center Programs**

N/A

e. Credit Recovery

N/A

f. Other extended student learning opportunities

The District ran a comprehensive Summer Program this past year ('22), which included a combination of remediation for those who needed targeted instruction, as well as , an enrichment period where the students got to choose from a list of topics, such as but not limited to Introduction to Italian, drawing, coding, art around the world, mock trial debate, & STEM. This program kept attendance at a high level & incorporated remediation with enrichment activities.

g. Transportation

Transportation was suspended during the previous Covid closure. The district used their buses to deliver food in special circumstances and school supplies.

h. Extra-Curricular programs

Clubs will remain intact virtually through advisors. Sports will be run through guidelines set by the NJSIAA.

i. Childcare

The District does not provide child care. There is a private provider, RPAS Before & Aftercare program. The District works closely with the provider to ensure proper closure notifications to parents & updates from the provider

j. Community Programming

Community based program notifications run-through the Superintendent's office. Once approved, they will go out as either blast call, emails, and will be put on the school website, Facebook, & Instagram pages.

Remote Schedule Grades 1-8

Homeroom/Check-in	8:15 AM-8:25AM
Period 1	8:25 AM-9:00 AM
Period 2	9:00 AM-9:35 AM
Period 3	9:35 AM-10:10 AM
Period 4	10:10 AM-10:45 AM
Period 5	10:45 AM-11:20 AM
Period 6	11:20 AM-11:55 AM
Period 7	11:55 PM-12:30 PM
Period 8	12:30 PM-1:05 PM
Lunch	1:05 PM-1:50 PM
Enrichment/Help/	
Teacher Office Hours	1:50 PM-2:25 PM
Enrichment/Help	
Teacher Office Hours	2:25 PM-3:05 PM
Kindergarten HR	8:30 AM
Session 1	8:40 AM-10:40 AM
Session 2	1:00 PM-2:30 PM
Extra Help/Enrichment	
Teacher Office Hours	2:30 PM-3:05 PM

Little Ferry Public Schools Essential Personnel List 2023-24

Matthew Perrapato	Superintendent of Schools	201-641-6192
Tonilyn Peragallo	Elementary Principal	201-641-6760
George Peakler	Middle School Principal	201-641-6192
Gina Rizzi	Assistant Principal	201-641-6192
James Dunn	Curriculum Supervisor	201-641-6192
Allison LeGates	Special Services Director	201-641-6192
Louis Albanese	B & G Supervisor	201-641-6192
Mark Horst	Technology Supervisor	201-641-6192
Ronald Callahan	School Safety Officer	201-641-6192