

03-2620-Leonia-05.14.20

COUNTY: Bergen
DISTRICT: Leonia
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EMERGENCY PREPAREDNESS/EMERGENCY CLOSING PLAN REVISED 6/18/2020

Leonia Distance Learning Plan

Component 1: Equitable Access to Instruction

Internet Access

Based on the student surveys we did in March, 2020, 98.55 of our students have internet access. We have provided a loaner Chromebook to any student who needed one, and have provided printed work for students who are unable to access the Internet. We have amended our Title Grants through EWEG to provide support to students who may not have Internet access. Once that request is approved, we will purchase Internet hotspots to loan to students. We have also worked with the town to help provide sharing of Internet access points.

Student Device Loaners

The District has loaned Chromebooks to students who do not have devices at home. We are also aware of families with numerous children in the house with only one computer, and we have loaned Chromebooks to these families as well. As of May 12, 2020, the district has loaned 500 Chromebooks to students.

DEMOGRAPHIC PROFILE:

State funded pre-school – 0

Homeless – 1

Free and Reduced Lunch Eligible Students- 283

Students with Disabilities – 363

ELL - 106

Please see further details in school descriptions in Component 5 to see how accessibility and students' needs are being met at each school.

Component 2: Special Education Needs

Special Education

Most students get instruction and assignments online via Google Classroom. However, we are aware that for some special education students, specifically our ABA and MD students, online instruction is not ideal or even possible. We asked teachers of those students to prepare packets of work that are then mailed to students. Teachers and CST staff are monitoring student progress and tracking services to ensure that IEP accommodations and modifications are met.

IEP students in LLD classes or mainstreamed general education classes follow the assignments provided by their teacher on Google Classroom. All their normal accommodations and modifications will be followed to the best of the teachers' ability given the online format. Teachers will consider that the online format may be difficult for some students when they grade the assignments.

Related Services take place, based on student's IEP, over Meet or Zoom. We have also asked the Speech and Language Therapists, Physical Therapist, and the Occupational Therapists to send some materials home that children can work on in lieu of related services sessions.

IEP meetings take place virtually, using Google Meets, and case managers are communicating directly with parents via phone or through Meet or Zoom.

Transitioning students to new buildings in the Fall:

For students who need help transitioning from the elementary school to the middle school, or from the middle school to the high school, we have several options in place. Many of our transition activities typically occur in the spring. We will now look to move those activities to the summer during ESY if we are permitted to enter the buildings. If we are not, we will use Meet and Zoom to make introductions between students and their new teachers, case managers, related services providers, etc.. We are also going to make a video of a "walk-through" of the buildings so students and their families can watch it, presumably several times, in an attempt to become familiar with a new building. Lastly, if we have the ability, we will look to bring these students into the building a day or two before school resumes in the Fall. At that time they will meet new people and explore the buildings.

Component 3: ELL and Bilingual Needs

We are following the state mandate regarding our English Language Learners. We provide a home language survey to new entrants to the district. This survey is translated by our parent liaisons, or families can participate in an interview (telephone/virtually), consistent with our district enrollment process. When possible interviews are conducted in native language. Past school records of students are reviewed, and if applicable the student will be assigned an "informal" designation of ELL. Upon returning to school, students will be officially screened, and placed in our ELL program. At this time families will be notified of their child's official status as an ELL.

Current ELL students are supported by our ELL staff and general education teachers, and we are supporting content area teachers through training, and online resources. We continue to use online programs such as Rosetta Stone and Google Translate to support ELL learners. Teachers have been working with supervisors for alternative methods of instruction and assessment through Zoom, Flipgrid, Google Hangout and Meets, and our ELL supervisor and ELL teachers are coordinating their efforts to support students through these means.

Communication with ELL families is done virtually, through email and video conferencing, utilizing tools such as Google Translate or collaboration with the ELL teacher or parent liaison, to provide communication in the family's first language, if possible. General Education teachers are providing work and instructions to the ELL teachers as appropriate for translation of work and directions. Also, those ELL students who are in the lower socio-economic demographic who qualify are supplied with services such as meal distribution, chromebook distribution, and NJDOE website with information in the family's native language if possible about services and health related to COVID-19. District has provided and will continue to provide families with assistance navigating technology platforms, such as Google classroom.

We are able to maintain our ELL High Intensity program virtually, providing support consistent with what we offer during a normal school year, as appropriate for our learners' needs

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At the elementary school, we offer ELL one period daily of ELL instruction for 51 students.

At the middle school, we offer ELL one period daily of ESL instruction for 31 students.

At the high school, we offer High Intensity ELL instruction, which includes 2 periods of ELL Instruction, one period of ELL only with an ESL-certified instructor and one period of Reading for ELLs with a certified ESL/LAL teacher. 35 students participate in this program at the high school.

District-wide, content teachers receive ELL professional Development from the ELL teachers and the ELL supervisor.

Component 4: Safe Delivery of Meals

Meal Distribution

Maschio's, our food contractor, delivers breakfast and lunch for all students living in Edgewater and Leonia who qualify for free or reduced meals. The delivery is made to Leonia Middle school where our lunch aides package the lunches into bags and our bus drivers deliver the meals to the front door of each student, maintaining social distance and following safety protocols.

Component 5: Length of Virtual or Remote Day Plan

Anna C. Scott Elementary School (grades Pk-5)

Teachers are providing lessons to students through various online platforms, including Google Classroom and Zoom. They are providing both recorded and video lessons, including live whole- and small-group lessons as appropriate for the student age groups. Teachers are also providing materials and assignments which students can complete at home in order to continue their education if students are unable to access Internet lessons.

Regarding consistent weekly plans:

Since ACS shifted into remote learning, the teachers have worked tirelessly to ensure that they provide meaningful lessons. Grade levels meet on a weekly basis to develop plans that address the essential skills necessary for their students to progress. It is important to note that these essential skills are vastly different from pre-kindergarten to fifth grade. Our teachers consistently consult: their knowledge of child development, our core curriculum, and outside staff development (ex, Teachers College Reading and Writing Project). Therefore, the weekly work that families see at home is the result of thoughtful instructional planning. It is work steeped in our philosophies that each child deserves quality educational experiences.

The ACS daily schedule is as follows. Teachers will be the primary contact about the schedule and the lessons that are provided.

8:00-11:00 Daily lessons and videos are posted

11:00-12:00 Lunch

12:00-1:00 Lessons and videos are posted

1:00-1:30 Answer Parent Emails (please email teachers with specific questions and concerns about students)

The following is the minimum number of Zoom or Google Meet live streaming whole class sessions to be expected per week, per grade level.

Older students have a plan that allows them to be more independent in their work and the younger students require more live streaming and teacher intervention.

All plans are assessment driven, as they were in the actual classroom in the building. For instruction to be effective teachers have to respond to the needs of the students and help them to become independent.

Pre-Kindergarten and Kindergarten will have a daily whole class zoom session. Teachers will conduct small group Google and Zoom sessions as needed. Pre recorded videos will be available on the morning schedule to introduce new topics.

First grade will have a minimum of 3 whole class Zoom sessions per week. Teachers will conduct small group Google and Zoom sessions as needed. Live videos will be available to introduce new topics as needed.

Second grade is meeting their students two times a week, Tuesdays and Thursdays, using either Zoom or Google Meet. Pre recorded videos will be available on the morning schedule to introduce new topics. Teachers will conduct small group Google and Zoom sessions as needed.

Third grade will have a minimum of 2 days a week on Google Meet and Zoom. Depending on the needs of the students and the units of study teachers will either meet with small groups (research clubs) or whole groups (math lessons and/or reviews). Pre recorded videos will be available on the morning schedule to introduce new topics.

Fourth and Fifth grades will have a minimum of one Zoom meeting once a week. Depending on the needs of the students and the units of study teachers will either meet with small groups (research clubs) or whole groups (math lessons and/or reviews). Pre recorded video links will be available on the morning schedule to introduce new topics.

Assessments and report cards:

Teachers use reading assessments found on the following TCRWP website which provides guidance for doing digital reading assessments. The site contains advice and digital copies of running records levels A-Z

Please note that the literacy coaches and TCRWP staff developers are available to answer questions if you email them.

<https://readingandwritingproject.org/resources/assessments/digital-assessments>

Grades--- 2-5 meet with students in groups of 5 to hear them read.

**** Students whom are below benchmark are met with individually on Google Meet, and possibly by the BSI teacher, or Resource Room teacher if appropriate.

Grades -- K, and 1-- use 2 or 3 zoom session days to do running records.

Writing across content areas is assessed using the TCRWP writing continuum

Math is assessed using EnVision assessments.

Attendance procedures depend on the grade level and will be verified by parent signature on work packets already distributed, email from the parent to the teacher, or verified through Google Classroom. Teachers have communicated expectations to parents and call parents directly if a child is not attending virtual classes.

Leonia Middle School (Grades 6-8)

Leonia Middle School teachers have prepared lessons and learning activities for students within their Google Classroom spaces. Instructional learning experiences include live teaching sessions via the Google Hangout and Zoom video conferencing platforms. Teachers have also used screencasting platforms to post instructional videos, and platforms like FlipGrid to allow students to video present their work in Google Classroom. Breakout video meeting sessions within Google Classroom are being utilized by collaborative special education teachers, paraprofessionals, and general education teachers. These breakout sessions provide students with additional tiered support based on their learning needs.

Students are expected to check in with their classroom teachers according to the revised LMS schedule (posted below). Teachers will provide check-in and exit questions for students to answer at the beginning and end times of their scheduled lessons. Students will have time to engage with content and demonstrate learning during the time of a typical class period and school day. Additional work that would be assigned as 'homework' will be included in the work students complete during the typical hours of a school day as opposed to being assigned as work to be completed after school hours. This may still include longer range projects that teachers assign and give an extended period of time to be completed. Students will be expected to sign in to each of their scheduled classes for that day and complete the work that is presented. Academic assignments will be grading according to teachers' current grading practices, however, hard due dates are no longer in effect. While teachers continue to assign work to be completed and submitted at certain posted dates/times, these due dates are now completely flexible. Student work will be accepted when it's submitted without the penalty of loss of points/credit should it be submitted past the posted due date. Student work will continue to be scored on its merits for quality and correctness.

Leonia Middle School

We will continue to follow our alternating A Day/B Day rotation as listed in Genesis.

	A Day	B Day
9:30 -10:00am - Contact time with all teachers via email - Daily		
10:00am-10:58am	1	5
11:00am-11:58pm	2	6
12:00pm-12:58pm	LUNCH	LUNCH
1:00pm-1:58pm	3	7
2:00pm-2:58 pm	4	8

- Each bell period meets every other day. All bell periods will meet for 58 minutes. The entire school breaks for lunch from 12:00-12:58pm.
- 6th Grade P4 - Work Period - 6th graders who are scheduled for a P2 B Day class will use this time to complete that class's work.
- 7th Grade P5 - Work Period - 7th graders who are scheduled for a P6 A Day class will use this time to complete that class's work.
- 8th Grade P6 - Work Period - 8th graders who are scheduled for a P5 A Day class will use this time to complete that class's work.
- During P4, P5, P6 work periods, students will be able to make contact with their teachers via email.
- A Day/B Day Classes - Teachers will continue to post work for students in these courses. These assignments will be such that students can work on them over the course of a few days, up to one week. Students are responsible to complete the lessons and assignments posted in both A Day and B Day Google Classrooms, and they will have multiple days in which to complete and submit those assignments.

School Attendance: Attendance will be taken each day, during each scheduled academic bell period by each classroom teacher. When students sign in to each of their Google classrooms and engage with the posted 'check-in' question, this will signify their attendance. LMS teachers will share their bell period attendance with LMS office faculty and staff, who will in turn update student attendance in Genesis.

Teachers, counselors, child study team members, school administrators, other staff members, and the school nurse will be available through email and Google Voice phone number if students need additional assistance throughout the regular school day. Students may make appointments to speak with/meet with their school counselor directly by submitting an appointment request Google form (link is posted in our daily announcements).

Parents of LMS students are strongly encouraged to join the LMS Reminders messaging class. LMS Administrators will be sending updates via Eblast and Remind messages. To join LMS Reminders, text the message @lmsremi to the number 81010.

Leonia High School (Grades 9-12)

Leonia High School began Distance Learning on Monday, March 16th. At that time, we followed our traditional MRB schedule and our traditional full school day (8:00 am to 3:00 pm). We followed our regularly scheduled letter days without any deviation. The remote learning activities have been aligned with each class' curriculum and pacing. Attendance is taken during each period, and when students do not login during the appropriate time, absences accrue with traditional student handbook guidelines. Students sign into Google Classroom for attendance and the daily lesson during the regularly scheduled meeting time each day. Teachers, counselors, and other staff members are available through email, in the Classroom Stream, or virtually (via Zoom or Google Meet) if students need additional assistance throughout the regular school day. On Monday, April 13th, Leonia High School modified its schedule to provide flexibility and support to the entire school community (parents, students, teachers, etc.). The schedule that we follow at this time has been simplified. There is a two day rotation of 1234 periods and 5678 periods that meet from 10:00 am to 3:00 pm with a lunch hour from 12:00 pm to 1:00 pm. On 1234 days, our zero period classes meet from 9:00 am to 10:00 am. Teachers are available for Virtual Office hours each day from 9:30 to 10:00 am. This adjusted schedule has been widely praised by students and teachers for various reasons. Leonia High School teachers will continue to provide instruction for the remainder of the year using their traditional curriculum maps and pacing guides to build their

lesson plans. At times due to the nature of distance learning they are modifying their lessons to accommodate their students.

This plan takes a flexible approach to attendance while maintaining adherence to the district policy which determines whether a student is present or absent. Exceptions are made on a case by case basis. Many of our students manage issues in the home ranging from spotty internet connectivity to being the primary caregiver while a parent is at work. LHS is focused on supporting all of our students and ensuring that they have every opportunity to complete work in a class with consideration given to the difficult circumstances they must deal with.

We investigate every situation in which a student has been reported as not having attended class or is falling behind academically. The process begins with the teacher emailing the parent/guardian (with cc to the Vice Principal and the student's counselor and Case Manager) to notify of an attendance (or classwork) concern. The Vice Principal then follows up (in partnership with the counselor and CST) with the family. If contact cannot be made, a Truancy Report is filed with Family Services. Generally, we have found that after making contact with parents/guardians, the situation becomes more clear and we are able to provide specific interventions. Examples of these would be (but not limited to): the provision of a District-issued Chromebook or the gathering of work assignments (by counselors) from teachers so that the student has a clear path towards regaining their footing with regards to outstanding assignments.

LHS students and parents are encouraged to join the LHS Remind to get school specific information/updates from the administrative team. You can join Remind by sending a text to (917)521-6799. Type @leoni (not Leonia) in the message. You will then receive a message from Remind that you have been enrolled. Remind messages come from a Remind assigned number. It is not a personal phone number and cannot be used to send messages back. It is for the purpose of group text messages only.

Leonia High School will be holding a remote graduation and other end of the year events for our seniors. We have begun to plan a virtual graduation using an outside vendor to assist in the video production of the ceremony. The ceremony will include all the usual features of our traditional graduation ceremony. As for our other senior ceremonies those will also be conducted virtually through either Zoom or a streaming service. We are committed to recognizing our seniors for their accomplishments as we would in a traditional setting.

Component 6: Attendance Plan

Please see more information about attendance plans in each school's description in Component 5

Component 7: Facilities Plan

- All Leonia School buildings and facilities are closed to the public. Most staff members are working from home, and each building has minimal in-person staff. In-person staff include maintenance and security staff to ensure the safety of all buildings. All in-person staff are following safety protocols and our maintenance and custodial staff are cleaning and disinfecting all buildings. Please see attached list of essential personnel and their roles.
- Board meetings are being held virtually on Zoom
- Home and School Association Meetings - will be suspended until schools reopen or will be held virtually

- The district will continue to communicate with families, community members, out-of-district schools and after-school providers through email and other online communication.
- Registration of new students -Call the superintendent directly at Dr. Bertolini at 201-302-5200 extension 1200 or 201-815-8470 between 9:00am and 3:00pm
- Student guidance needs (college applications, scholarships, etc.) - counselors will be on call via email
- If your child is having a mental health emergency, you can call 201-262-4357 (HELP)
- School nurses will be working remotely from home. Families of students with medical issues should communicate with their school nurses via email to ensure care for their students or should seek medical advice from a physician.

Component 8: Summer Programming Plan

Extended School Year:

We have two plans for the Extended School Year.

Plan "A" is to conduct ESY as normal, making slight adjustments to things like Community Based Instruction and Field Trips, based on Social Distancing laws during the summer.

Plan "B" is to have virtual classrooms if we are not allowed in the schools. LLD classes will use Google Classroom, Google Meets, and Zoom. The MD teachers will use a combination of virtual classrooms and "packets" that include activities for students to complete at home. Examples will include cooking activities, shopping activities (if possible) and daily living skills activities the students can do at home. Teachers will be available to meet virtually with students and parents. Related Services will continue to be implemented using Google Meets or Zoom.

Dates of ESY are: June 29- Aug 7

Monday-Thursday 9am- 1pm

Friday 9am- 12pm

Pre school is 9am -12pm M-F

As it stands, we have:

1 preschool class

2 ABA classes

4 MD classes

3 LLD/Resource classes

Speech, OT, PT, social skills

Community Based Instruction (unless we are virtual)

Field Trips: Movies, Diner, bowling (unless we are virtual)

Summer Programs

Summer school (SMILE) has made a plan to convert the classroom into a virtual environment. Instructors will use technology such as Google Meet or Zoom as the main form of communication during their respective course. Instruction can be, but not limited to a mixture of live stream and recorded videos. This will allow for students to access a teacher "live" throughout the instructional day. Instructors and students will have access to other online resources such as the online textbook and other websites. Google Classroom will be utilized to provide students with resources and assignments throughout the course. Chromebooks will be lent out to students who place a request.

Key Personnel

All staff will work remotely from home 8:00-3:00 except as scheduled below, when they should report to school. Staff are welcome to come in on days/times not scheduled. Stay home if you feel unwell.

Staff Member Role/Responsibility

Staff Member	Role/Responsibility	Work Hours
Ed Bertolini	Superintendent	7:30-3:00 central office
Greg Van Nest	Director of Curriculum and Instruction Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Tafari Anderson	Director of Technology Essential Worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Uzma Abbass	District Technology Integration & Communications Coordinator Essential Worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Maria Kubat	Central Office Administrative Assistant Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Diane Paino	Central Office Administrative Assistant Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Rashon Hasan	Business Administrator Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Amy Kopp	Central Office Administrative Assistant Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Maggie Letsche	Central Office Administrative Assistant--Accounts Payable Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office

Patti Brennan	Central Office Administrative Assistant—Payroll Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Kevin Woods	Supervisor of Buildings and Grounds Essential worker	8:00-3:00
Joanne Vaughan	Administrative Assistant to the Supervisor of Buildings and Grounds Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Custodial Staff	Custodial, Maintenance and Bus Drivers Essential workers	Delivering meals and computers, Cleaning buildings
Dave Saco	Middle School Principal Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Aprel King	Middle School Assistant Principal Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Chuck Kalender	High School Principal Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Mark Sernatinger	High School Assistant Principal Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Adrienne Stein	Director of Student Services & Testing Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Steve Perrotta	Director of Athletics Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Maria Martinez	Elementary School Principal Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Erich Breyer	Elementary School Assistant Principal Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Anthony Servis	Supervisor of Special Services Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Arlene Jonson	Administrative Assistant at ACS – Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office

Charlene Palka	Administrative Assistant at ACS – Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Pauline Vicchio	Administrative Assistant at ACS – Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Ezrina Lim	Administrative Assistant at LMS – Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Linda Cuttone	Administrative Assistant at LMS – Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Irene Grala	Administrative Assistant at LHS – Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Lorraine Liulakis	Administrative Assistant at LHS – Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
Julie Sahagian	Administrative Assistant at LHS – Essential worker	Working remotely 8:00-3:00 Beginning 7/6/20 – Working in office
SSO Staff	SSO Officers	School Security schedule
Supervisors	Subject Supervisors	Working remotely 8:00-3:00
Staff	Teachers, CST, Paraprofessionals and other Staff	Working remotely 8:00-3:00