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## Mountain Lakes Public School Health-Related Preparedness Plan

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### Overview

A Flexible Instruction Day (FID) or Distance Learning Day is a virtual school day where students and staff have an opportunity to explore and engage in meaningful learning experiences that: (a) align to curriculum, (b) connected to standards, and (c) relevant to the current instructional sequence. These days are not intended to supplant regular school day instructions, rather their intent is to continue to afford students with meaningful learning experiences while connected with teachers in the event of an emergency. Nothing replaces the genuine human interactions that happen authentically in the classroom between students and teachers.

The Mountain Lakes Plan includes:

- Expected hours of instruction for students and staff
- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities and meet the needs of each student's Individual Education Plan (IEP)/504 plans.
- Notification to parents and students of the plan after approval from the County Superintendent upon implementation of a flexible learning day, there must be at least two hours' notice prior to the normal school start time that students are to follow the Flexible Learning Day plan.
- Access to teachers via email and online during normal school hours.

### Attendance

1. Students will be expected to participate in instructional learning opportunities for four hours per day. Building specific hours are identified and are posted on each schools' website. Attendance will be entered by each main office staff each day.
2. Teachers will be expected to be available from for four hours of instruction each day, and two hours reserved for prep and planning.

This attendance schedule will allow teaching staff adequate time to present the learning experience on Canvas, Google Classroom, Class Dojo, or website so that students can: (a) access the information, (b) prioritize their day, and (c) reach out to the teacher(s) through email should there be a question/inquiry or submission of work needed.

Teachers will communicate to parents and/or student's information about where their class materials will be posted/located.

Teachers will be available via email during these hours with the exception of 12:00 PM - 1:00 PM which will be identified as teacher lunch.

Thirty (30) minutes of this FID will be set aside for physical activity of the students' choice. This physical activity can be continuous or intermittent duration of activity.

Specials teachers continue to provide instruction as per their schedule.

Student schedules will be outlined by each school.

### **Faculty Expectations**

In the event of a Flexible Instruction Day, faculty will be expected to be available through email between the hours of 8:00 AM - 2:00 PM. Teachers will be available via email during these hours with the exception of 12:00 PM - 1:00 PM which will be identified as teacher lunch.

Learning experiences may include "class work" and homework, but all work that is required for submission will be provided with feedback from the teacher making the assignment. Student work assigned by each teacher should not exceed what the district has determined as an "appropriate" amount of time. Appropriate, in this case, is defined by the district as work approximately reflecting that of a typical class period during a minimum day.

Each teacher should have a grade level or department buddy in the event a teacher is not available. The expectations of the buddy are to make sure that the appropriate information is posted for the day and any assignments that are due will be addressed by the normal teacher when he/she is available to do so. Buddies are not responsible for answering class emails or evaluating student work.

[Here is a link](#) about how to post an attachment for the entire class in ClassDojo.

If the Flexible Learning Day is extended beyond two (2) consecutive days, instructional videos will be posted on teacher Canvas, Google Classroom, etc. starring either district teachers, related service providers or instructional supervisors with a goal of furthering the instructional sequence and supporting student understanding and will be complemented by appropriately connected learning experiences. These videos will further the instructional sequence by serving

as initial exposure to content as received in class or supporting student understanding by focusing on re-teaching or clarifying previously instructed materials. These re-teaching/clarification videos will be gathered through student-teacher communications and formative assessment, just as they are in class.

Teachers can record instruction, re-teaching, and clarification videos through Google Meet.

Google Hangout should also be considered for synchronous learning interaction to supplement instruction and compliment email communication for Q&A.

### **Responsibilities for non-instructional staff**

- Nurses - Revise and enhance health curriculum and mental health instructional resources, Safe Schools Training
- School Counselors - Revise and enhance Health curriculum and mental health instructional resources
- CST - Will continue holding IEP meetings to meet timelines. All evaluations, except Social History Evaluations will be on hold. CST will help facilitate related services and provide parent and family support to help meet the needs of the students.
- Speech - provide support for students through online platforms, training
- Secretaries - Monitor/enter student attendance, update websites,
- Bus Drivers: Food delivery with Pomptonian
- Buildings and Grounds: Normal day
- Technicians: Help desk for teachers, students, parents
- Paraprofessionals: Support to classroom teachers, Safe Schools training

### **Provisions for students qualifying for free and reduced lunch:**

Pomptonian will work to prepare packaged meals for breakfast and lunch to be delivered to homes of families who qualify for free and reduced lunch.

### **Provisions for ELLs:**

All ELLs students have access to **Rosetta Stone** where they can continue with their high intensity ESL experience.

## **Instruction**

All students must have similar learning experiences in terms of subject matter, task difficulty, and interaction with peers and their teacher(s). Tasks must be completed during the regular hours of the flexible learning day. Students without access cannot be required to make-up the work on another day. Students may use physical texts or books and may handwrite their work, but those resources would have to be available at home. Teachers must contact students by telephone to conference with students, assess and support their learning.

To be counted as an instructional day for students, teachers will engage in authentic instruction with their students. This can take on many forms but fundamentally, means that there will be some level of interaction, progress monitoring, and/or feedback between teachers and students.

### ***Quality Online experiences:***

1. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
2. Leverage digital tools students are using as part of their regular instruction (i.e., IXL, Reading A-Z, Raz Kids, Math 24, First in Math, Google Docs, apps).
3. Include formative assessment and feedback.
4. Provide opportunities for peer interaction.
5. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
6. Include the option for the class to meet synchronously via video chat like Google Hangouts, Skype, or FaceTime.

Students are expected to participate in activities for all scheduled classes on the day the plan is implemented just as they would for a traditional, on-campus day.

Students whose family chooses to not participate in the flexible day are reported as absent. It is up to the school whether to consider this an excused absence.

Flexible learning days will be reported as regular instructional days on the Powerschool.

### **Student Responsibilities - Wildwood School**

At the K-1 level students will not be required to log into their school accounts while grades 2 - 5 will be able to do so. The focus of FIDs at the elementary level is to ensure that meaningful time during the day is spent on appropriate reading, writing, and mathematics. Between the hours of 8:00 AM - 12:00 PM students should engage in various activities that are aligned to the standards and curriculum progression devoted to reading, mathematics, and journaling on the

learning that was required by their teacher. One way that this can be accomplished is by practicing skills through IXL, Reading A-Z, Raz Kids, review your “Special” video of the day.

Each special teacher will post a “How to...” video each day for the students to experience based on the instructional area (How to draw..., How to sing..., Book of the Day...)

Journal entries should also memorialize any question that arose during the learning experience. Specific topics of focus in these areas will be provided by the classroom teacher through one of the following: email, Google Classroom, or Class Dojo.

### **Student Responsibilities: MLHS & Briarcliff (6-12)**

A Flexible Instruction Day is a day of school and students are expected to give the same amount of focus and effort to an FID as they would to any other school day. Flexible Instructional Days will begin for students at 8:00 AM and will last until 12:00 PM. Students are expected to log into Canvas, Google Classroom, to identify the expected work for the day. Students should expect to complete a day's worth of work and may be asked to collaborate virtually with other classmates on assignments similarly to the typical school day experience. Students, without a school approved excuse, will be held responsible for all work not completed by each assigned deadline. Deadlines will be assigned at the discretion of the classroom teacher and each assignment that requires submission will be returned either graded or with feedback in a timely manner.

### **School Counseling** for your communications to families.

- all conferences will be held through Google Hangouts in Gmail with sound but no video. Students and/or parents will need to download the Google Hangouts app.
- MLHS: students can access services during free periods by sending a Google Hangouts invitation to the School Counselor/SAC/College, by sending a message via Remind, and/or by emailing the School Counselor/SAC/College & Career Counselor to schedule appointments as needed.
- BC: counselor can schedule appointments via email during regular school hours OR students/parents can contact counselor via email to arrange a time during school hours to schedule an appointment.
- BC COURSE REQUEST CONFERENCES for March 16-18
  - Conferences scheduled for Tuesday, March 17, and Wednesday, March 18, will take place at the scheduled time. The student and/or parent will receive a Google Hangouts invitation to join the conference.
  - Conferences scheduled for Monday, March 16, will be shifted to Thursday, March 19, and will take place at the originally scheduled time. The student and/or parent will receive a Google Hangouts invitation to join the conference.
- WW: counselor can schedule appointments via email during regular school hours OR students/parents can contact counselor via email to arrange a time during school hours

to schedule an appointment. The WW counselor will provide teachers with materials for previously scheduled classroom lessons.

### **Special Services**

All instruction will be geared towards the goals and objectives in the student's IEP, including the necessary accommodations and modifications considering the change in learning environment for each student.

Given these challenging circumstances, understanding and flexibility should govern all decision making.

Focus should be placed on the maintenance and reinforcement of learned skills, as opposed to significant acquisition of new skills. While new skills can be presented, consideration must be given to:

- Student ability to independently acquire new skills
- Students need for multisensory presentation of concepts
- Availability for adult support and guidance

Communication should be made daily with students and parents with information on:

- Sample schedules for instructional activities with expected time allocations
- Brain breaks
- Feedback on work progress
- Executive functioning supports
  - How to set up a learning space in the home free of distractions
  - Tips to minimize distractions
  - Tips to organize during distance and virtual learning
  - Alternatives to digital learning and interaction to facilitate social growth
  - Tips to manage time and workload

Please proactively reach out to parents to inquire about materials they have at home to help appropriately gear instruction. This includes instructional materials (cards, dice, games, instructional toys, scissors, etc.), and consumables (construction paper, crayons, glue, etc.). For families that require supplies, be prepared to accompany any activities with necessary supplies *within reason*.

Each teacher should have a department buddy in the event a teacher is not available. The expectations of the buddy are to make sure that the appropriate information is posted for the day and any assignments that are due will be addressed by the normal teacher when he/she is available to do so. Buddies are not responsible for answering class emails or evaluating student work.

If the Flexible Learning Day are extended beyond two (2) consecutive days, instructional videos will be posted on teacher Canvas, Google Classroom, etc. starring either district teachers, related service providers or instructional supervisors with a goal of furthering the instructional sequence and supporting student understanding and will be complemented by appropriately connected learning experiences. These videos will further the instructional sequence by serving as initial exposure to content as received in class or supporting student understanding by focusing on re-teaching or clarifying previously instructed materials. These re-teaching/clarification videos will be gathered through student-teacher communications and formative assessment, just as they are in class.

- Teachers can record instruction, re-teaching, and clarification videos through Google Meet.
- Google Meet or hangout may also be considered for question and answer interactions to supplement instruction and compliment email communication. The schedules should be used for these experiences and are not mandatory, but should be recorded and posted on Canvas/Google Classroom for the reference of all students.
- Khan Academy can be used. Use this [link](#) to help parents understand the program and how to support their children.
- IXL, Raz-Kids, Scholastic Pro are all acceptable online platforms that can be used.

### **Lake Drive Program**

All instruction will be geared towards the goals and objectives in the student's IEP, including the necessary accommodations and modifications considering the change in learning environment for each student.

Given these challenging circumstances, understanding and flexibility should govern all decision making.

Focus should be placed on the maintenance and reinforcement of learned skills, as opposed to significant acquisition of new skills. While new skills can be presented, consideration must be given to:

- Student ability to independently acquire new skills
- Student ability to independently read
- Students need for multisensory presentation of concepts
- Availability for adult support and guidance in preferred communication mode.

**High School and Briarcliff Middle School Lake Drive Program** - Students will have access to class work depending on their individual needs and abilities. Some teachers will utilize Canvas or Google Classroom, while others might provide pencil and paper work. Ongoing dialogue with students to document instruction occurring daily. Dialogue can be achieved through email, google classroom, google docs, etc.

*Other considerations for students in General Education class: Students in general education classes will need access to video/live stream lectures through use of captioning or sign language interpreter.*

**Lake Drive Program at Wildwood and Lake Drive School** - Students will have access to class work depending on their individual needs and abilities. Some teachers will utilize Google Classroom, while others will provide pencil and paper work. For students in Primary Grades, teachers will send home various suggestions and strategies for parents to support their child. Ongoing email with parents is suggested to document daily contact.

**School Nurse and Mental Health Staff** - will provide support to families as needed, as well as document and track staff and/or students who become ill.

Additional suggestions for classroom teachers:

- Teachers can record instruction, re-teaching, and clarification videos through Google Meet. Lake Drive teachers can provide instruction utilizing appropriate communication mode for access to all students.
- Google Meet or hangout may also be considered for question and answer interactions to supplement instruction and compliment email communication. The schedules should be used for these experiences and are not mandatory, but should be recorded and posted on Canvas/Google Classroom for the reference of all students.
- Consider using *Remind App* to set up an easy (and private) way to text parents and students.
- Consider using Class Dojo. [Here is a link](#) about how to post an attachment for the entire class in ClassDojo.
- Khan Academy can be used. Use this [link](#) to help parents understand the program and how to support their children.
- IXL, Raz-Kids, Scholastics are all acceptable online platforms that can be used.

**Related Services** - All therapists should be prepared with home guidelines/suggestions for parents to focus-on at home in the event that students are not in school. For older students, home treatment plans can be shared directly with them.

### **Communication During Closing**

- Ongoing calls with the local Health Department
- School Messenger Alerts
- Mountain Lakes Public School District Website
- Facebook
- Twitter
- All staff will have access to emails during regularly scheduled hours
- Zoom meetings

### **Continuity of Operations**

- Payroll will continue
- BOE meetings will be held remotely via Google Hangout or Zoom. The link will be published on the website.
- Buildings will be cleaned thoroughly.

### **Essential Personnel**

- Custodians (14) work on a modified schedule until each facility has been deeply cleaned.
- Board Office Personnel (9) work on a modified rotational schedule to ensure payroll continues. Laptops and remote access to Systems has been provided.
- Food Services (2) work from 10-12 offering lunch pickup at 11 AM each day.