

**Woodcliff Lake School District
Health-related Closure Preparedness Plan
March 11, 2020**

The Woodcliff Lake School District will follow the plan outlined below in the event of health-related closures. The Woodcliff Lake preparedness plan will allow for continuity in the educational experiences of all students by leveraging virtual tools and supplemental resources to maximize remote learning.

Contents of the Plan:

- Equitable Access
- Special Education Provisions and Related Services
- School Nutrition Benefits
- Scheduling and Planning
- Attendance
- Instructional Delivery
- Assessment and Feedback
- Staff Roles
- Anticipated Challenges and Solutions

Equitable Access

- In order to ensure that all students have the resources necessary for remote learning, the district has sent out a survey to all guardians in their spoken languages, asking questions relating to technological devices and internet access. Phone calls and/or direct contact were also made to identified families.

Special Education Provisions and Related Services

- Collaborative teachers will co-plan lessons with their teacher partners.
- Modifications will be made to assignments to meet individual student needs.
- Resource center teachers will prepare lessons aligned with grade level curriculum, but individualize it to each of their student's specific educational needs.
- LLD ABA programs will prepare materials and procedural steps for educational programs to run at home.
- All Child Study Team members will work collaboratively with staff to differentiate lessons and provide family support.

Woodcliff Lake Public Schools

134 Woodcliff Avenue ♦ Woodcliff Lake, NJ 07677

Lauren Barbelet
Superintendent of Schools

- Child Study Team members will maintain ongoing contact with parents and students to provide any needed support.
 - Child Study Team members will maintain ongoing contact with OOD schools and their parents in order to ensure all educational needs are being met.
 - Related services providers will maintain ongoing contact with students and parents, providing resources, strategies and interventions. Related services providers will also provide ongoing check-ins and support via email and telephone contact.
 - Upon returning to school, the Child Study Team will determine the regression/recoupment needs of each student and develop a plan for compensatory services.
-

School Nutrition Benefits

- The Woodcliff Lake School District waives participation in the National School Lunch Program.
-

Scheduling, Planning, and Professional Development

- Upon receiving notification of possible health-related school closures, the administrative team organized and implemented training sessions on virtual learning tools and new developments in educational technology that will optimize the virtual learning experience for our students. The administrative team has also arranged for collaborative planning and articulation in developing resources for virtual learning across content areas and grade levels.
- PreK-5: Upon receiving notification of the need to close the Woodcliff Lake schools, the administrative team will post to the Woodcliff Lake website the virtual learning plans that have already been developed and submitted to building and district administrators. All guardians will also receive notification that these plans have been posted and directions for accessing these materials.
- 6-8: Upon receiving notification of the need to close the Woodcliff Lake schools, the administrative team will communicate to all guardians that the necessary instructional materials for remote learning have been posted to each course's Google Classroom. Directions for accessing Google Classroom accounts will also be included. (Note: all 6-8 students are already familiar with this process.)
- On the first day of the health-related school closure, teachers will begin facilitating online instruction for their classes. Students will engage in remote lessons prepared by their teachers. As time continues, teachers will update their resources and provide feedback, as needed. A minimum of 2.5 hours per day of core *school work* will be provided by

Woodcliff Lake Public Schools

134 Woodcliff Avenue ♦ Woodcliff Lake, NJ 07677

Lauren Barbelet
Superintendent of Schools

teachers. Additional Encore and Elective school work will be shared with the students and parents adding supplementary instruction beyond the 2.5 hours listed above. Further, the district will be providing a guide of resources for additional practice and enrichment to each parent.

Attendance

- Grades PreK-5: All parents/guardians will be asked to submit a daily Google Form indicating their child(ren)'s participation in and completion of the assigned activities for that day. Teachers will also track student participation through online platforms.
 - Grades 6-8: Attendance will be tracked through student submission of work and/or participation in interactive learning experiences through Google Classroom as well as additional online platforms.
-

Instructional Delivery

- Grades PreK-2:
 - The district has developed a 'remote learning' website that will be sent out to all guardians in the event of a health-related school closure. This website will house remote learning plans for each primary grade in parent-friendly language. Each learning plan will provide activities students are required to complete, such as viewing video lessons recorded by the grade level teachers, completing practice tasks assigned through online platforms, and engaging in offline activities that have been sent home with students in advance of school closures. Teachers will be available for questions and discussion during school hours.
- Grades 3-5:
 - The district has developed a 'remote learning' website that will be sent out to all guardians in the event of a health-related school closure. This website will house remote learning plans for each upper elementary grade. The provided learning plans will guide students to complete the assignments posted on each core course's Google Classroom, as well as instruct students to complete additional learning activities outside of Google Classroom. Students will be provided with video-based instruction as well as tasks that will allow for interaction, independent practice, and formative assessment. Teachers will be available for questions and discussion during school hours.
- Grades 6-8:

Woodcliff Lake Public Schools

134 Woodcliff Avenue ♦ Woodcliff Lake, NJ 07677

Lauren Barbelet
Superintendent of Schools

- In the event of a school closure, guardians of middle school students will receive an electronic communication indicating that all courses will be facilitated through Google Classroom. Additionally, guardians and students will receive a daily schedule outlining which courses the students are required to attend remotely throughout the school closure period. Through Google Classroom, teachers will provide instruction through video-recorded lessons and multimedia content. Students will also be required to engage in interactive learning activities with their teachers and peers and complete the assigned practice tasks. Teachers will be available for questions and discussion during school hours.
- Learning tools to be utilized include, but are not limited to: Google Classroom, G-Suite apps, Edmodo, EdPuzzle, Flipgrid, Screencastify, QuickTime, IXL, RazKids, BrainPop, Edulastic, GetEpic, Britannica online, EdCite, LearnZillion, Khan Academy, GoNoodle, Discovery Education techbook, and Zearn.

Assessment and Feedback

- Each grade level's learning plan will include assessment measures aligning with the content provided through video-based instruction as well as content previously learned. The majority of the assessment measures will be completed through online platforms, allowing teachers to provide immediate feedback and direction. There will also be a number of paper-based and hands-on assessments. Assessments that are not online will be submitted when students return to school after the health-related closure.

Staff Roles

Essential Personnel	
Position (Number of Personnel Members)	Roles and responsibilities during health-related school closures
General education teachers (61) <i>Remote hours: minimum of 7hrs per day</i>	<ul style="list-style-type: none">○ Track student submission of assignments and attendance○ Provide daily instruction and means of interaction○ Monitor student progress and provide ongoing feedback and direction to students○ Be present and accessible electronically during the assigned office hours

Woodcliff Lake Public Schools

134 Woodcliff Avenue ♦ Woodcliff Lake, NJ 07677

Lauren Barbelet
Superintendent of Schools

	<ul style="list-style-type: none">○ Communicate with parents as needs arise
Special education teachers (17) <i>Remote hours: minimum of 7hrs per day</i>	<ul style="list-style-type: none">○ Engage in collaborative planning with general education teacher, ensuring that instruction is differentiated to individual student needs<ul style="list-style-type: none">○ Monitor student progress and provide additional support and instruction as needed○ Track communication with students and guardians
CST Related Services Providers (10) <i>Remote hours: minimum of 7hrs per day</i>	<ul style="list-style-type: none">○ Monitor student progress and provide additional support and instruction as needed○ Track communication with students and guardians○ Teleconference Annual IEP Meetings○ Provide educational support/resources to teachers○ Related Services support provided through suggested strategies, interventions, and ongoing communication with parents
Teacher Assistants (24) <i>Remote hours: minimum of 7hrs per day</i>	<ul style="list-style-type: none">○ Monitor student progress and provide additional support and instruction as needed○ Track communication with teachers, students and guardians○ Provide interventions and strategies for continuity of needs
Guidance counselors (2) <i>Remote hours: minimum of 8hrs per day</i>	<ul style="list-style-type: none">○ Maintain open communication with students and guardians of students who may need additional academic, social, emotional, and/or behavioral support○ Provide resources for social-emotional learning○ Check in with teachers and support any needs that may arise○ Continue I&RS leadership role by collecting referrals, sharing data with the team, and conducting virtual meetings with referring teachers, I&RS team, and parents
Administrators (6) <i>Remote hours: minimum of 8hrs per day</i>	<ul style="list-style-type: none">○ Provide professional development to support remote learning experiences○ Guide and monitor teachers' development of remote learning plans○ Routinely monitor online learning portals such as Google Classroom○ Communicate with teachers to gather feedback on student engagement and success in the remote learning experience

Woodcliff Lake Public Schools

134 Woodcliff Avenue ♦ Woodcliff Lake, NJ 07677

Lauren Barbelet
Superintendent of Schools

	<ul style="list-style-type: none">○ Support families in navigating remote learning activities○ Provide guardians with means of direct contact and be readily accessible○ In addition to the above responsibilities, the CSA will maintain communication with the NJDOE and local health board as well as communicate necessary information to staff and community members.○ The district BA will provide for continuity in the business office, both on-site and remotely. This includes, but is not limited to, payroll functions, all accounts payables, human resources, board-related functions and communications, and all facility and custodial related matters. Additionally, the BA is coordinating school-related contractors for facility-related improvements and capital projects that affect the healthy & safety of the students and staff.
Site Technician (1) <i>Remote hours: minimum of 8hrs per day</i>	<ul style="list-style-type: none">○ Maintain district technological infrastructure○ Attend to any technological difficulties experienced by staff or students○ Remote server administration○ Remote server setup and reconfiguration○ Remote network management○ Remote security assessment○ Remote hardware and software support○ Remote email administration○ Remote technology inventory
Maintenance and custodial staff (10) <i>Typical on-site hours (8.5 hrs per day)</i>	<ul style="list-style-type: none">○ The custodial and maintenance staff are responsible for all facility-related matters, including, but not limited to, cleaning, disinfecting all touch surfaces, electrostatic cleaning and disinfecting, along with a myriad of assignments as per the SBA/B&G Supervisor.
Nurses (2) <i>Remote hours: minimum of 7hrs per day</i>	<ul style="list-style-type: none">○ Monitor COVID updates at the town, county, state, and national levels to report to administration○ Maintain contact with families of students with medical needs to provide remote support as appropriate○ Communicate information on health and wellness to be used at home○ Update student files with recent health data
Secretaries (12)	<ul style="list-style-type: none">○ Assist administration in sending communication to parents○ Contact parents about student attendance on a daily basis as

Woodcliff Lake Public Schools

134 Woodcliff Avenue ♦ Woodcliff Lake, NJ 07677

Lauren Barbelet
Superintendent of Schools

<i>Remote hours: minimum of 8hrs per day</i>	applicable <ul style="list-style-type: none">○ Work with local organizations to cancel and/or reschedule school events (field trips, assemblies, book fairs, etc.)○ Continue district projects, such as○ The Business Office will continue to provide business functions to support the school district by any and all means necessary.
------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Anticipated Challenges and Solutions

- **Access to technology:** Based on the Google Form responses regarding the availability of technology, the district will provide the necessary tools to any families who cannot support the remote learning experience with their current technologies.
- **Primary grades:** Since our students in the primary grade levels are less familiar with online learning platforms such as Google Classroom, the teachers at these grade levels have worked to develop easy-access video-based instruction as well as online learning tools that students are already familiar with. These teachers will also be providing supplemental paper-based materials.
- **Attendance:** In order to track student attendance, a Google Form will be used at the K-5 level, and participation on Google Classroom will be used to track attendance for students in grades 6-8.
- **Additional practice and enrichment:** In order to meet students' varying ability levels, the district will be providing all students and guardians with additional tools and resources that can be used for extra practice and enrichment.

Submitted by:

The Woodcliff Lake Administrative Team

Lauren Barbelet, Superintendent

Matthew Lynaugh, Business Administrator

Nicole Hreno, Supervisor of Curriculum, Instruction and Staff Development

Stefanie Marsich, Principal Dorchester Elementary School

Michael Andriulli, Principal Woodcliff Middle School

Jessica Ballester, Director of Special Services