



## SADDLE BROOK SCHOOL DISTRICT

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*Updated*

# SBSD Emergency Preparedness and Virtual Learning Plan

**BOE Approved May 13, 2020**



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## I. Plan “Revision” Overview

**Purpose of the revision is to meet the criteria established by the NJDOE regarding plan updates.** This plan is designed to serve as the framework to be followed in the event of a long-term school/district closure that is ordered and approved by the relevant officials in the state of New Jersey authorized to make such determination.

The contents of this plan satisfies the requirements set forth by the New Jersey Department of Education for the purpose of virtual learning days counting towards the annual 180 school day mandate for all NJ public school students, *The NJDOE Checklist for Emergency Preparedness Plans*.

**The directives for the UPDATE include the following essential elements:**

### **Delivery of virtual and remote instruction (pg 18)**

- Differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual, and remote learning plans to maximize student growth and learning to the greatest extent possible.
- Detail how remote instruction meets the needs of English Language Learners (ELL) and Students with Disabilities to the greatest extent possible, including the provision of related services.
- Describe the district’s plan for measuring and addressing any ongoing digital divide that continues to exist, whether it be network access or lack of sufficient access to devices.

### **Attendance (pg 18)**

- Describe the district’s attendance policies, including how the district determines whether a student is present or absent, and how a student’s attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student.
- Describe how the district is following up with the family when a student is not participating in online instruction and/or submitting assignments.

### **Students with Disabilities (pg 22)**

- Describe the delivery of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms.
- Describe the methods used to document IEP implementation including the tracking of services, student progress as well as the provision of accommodations and modifications.
- Describe how case managers follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible.
- Describe how the district conducts virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities



### **English Language Learners (pg 21)**

- Describe the provision of ESL and bilingual education to meet the needs of ELL.
- Describe how the district communicates with ELL families, including the translation of materials and directions.
- Describe how the district uses alternate methods of instruction, differentiation, access to technology, and strategies to troubleshoot ELL access challenges.

### **Safe delivery of meals (pg 28)**

- Provide an updated plan for the continued safe delivery of meals to students.

### **Facilities (pg 10)**

- Provide an outline of how the building will be maintained throughout this extended period of closure.

### **Summer Programming (pg 21)**

- Provide a preliminary outline for the provision of summer services, including:
  - Extended School Year (ESY) for students with disabilities including how ESY will be delivered
  - 21st Century programs
  - Assessment of credit loss or shortages for high school seniors and an initial plan to address credit recovery
  - Assessment of learning loss and an initial plan for potentially addressing learning loss
  - STEM or other programs using reallocated grant funds
  - Title 1 extended learning programs

***Graduation: Graduations for grades 12, 8, 6, K and Pre-K will be in the form of Drive by “Wave Parades,” as well as Virtual or filmed celebrations for sharing with the families. Staffing for drive by events will be within restricted gathering guidelines. All celebrations will follow all orders of masking, gloves and social distancing. This is all being planned in concert with the Saddle Brook Township and the Saddle Brook Police Department. Date for all ceremonies will take place during the last week of school June 12-19. Should the Governor lift gathering restrictions and allow for traditional graduations on athletic fields, we will move grades 8 and 12 to the field. The other grades, PreK, K and 6 will remain wave parades.***

Have general questions about COVID-19?

The NJ Poison Control Center and 211 have partnered with the State to provide information to the public on COVID-19:

Call: **2-1-1** Call (24/7): **1-800-962-1253** Text: **NJCOVID** to **898-211**

Visit [nj.gov/health](https://nj.gov/health) for additional information

A directory of local health agencies may be found on the New Jersey Department of Health’s “For the Community” [webpage](#).

The District Website can be found at [www.sbpsnj.org](http://www.sbpsnj.org). Updates are also posted on the Official District Facebook Page at [Saddle Brook School District](#). The Mayor, Bob White, is sharing our posts on the Township Facebook page as well at [Saddle Brook Township](#).



In addition to this plan, communications regarding the COVID-19 school/district closure can be found on the “District Announcements” section of the website. The District Website has a feature for communications that allows users to translate messages into many languages. The overall demographic profile of our district can be located at [Performance Reports - Search for a School](#)

### **Commitment to Collaboration with the Borough**

Central to this plan are cooperative, collaborative efforts and communication between the school district, the borough, and the county/state officials. As part of the plan’s framework, the district is committed to maintaining an ongoing, collective approach with Borough officials in order to meet the needs of the students and families of the Saddle Brook School District throughout the duration of the COVID-19 school closures.

Incidents within a pandemic situation must be handled on a case-by-case basis. When a health condition is the reason for a school/district closure, guidance must come from the local or county health officials. As of the posting of this plan, the closing of the schools in Saddle Brook were made by the Bergen County Executive and not the result of school district exposure.

### **Classroom Instruction, Homebound Instruction and Virtual Instruction**

The purpose of this virtual learning plan is for the practice and advancement of learned skills and standards for the duration of time that would satisfy the school day requirements of NJ state administrative code while students/staff are removed from the schools.

The Saddle Brook School District understands that optimal learning cannot occur if a student is not healthy, well, and in an environment of comfort and safety. One of our District goals for 2019-2020, which was a continuation of the 2018-2019 goal, is a wellness initiative. We value the significant impact that daily routines and procedures have upon students’ performance, wellness and health. All of our health and physical education teachers have included fitness and wellness into their emergency plans. We believe students function best when established routines are followed as normally as possible and when our practices and environments remain as stable as possible, especially in the presence of our outstanding educators. We have purposefully scheduled a variety of wellness activities for our students within the instructional days, SEL Bingo, Mindful Monday and Fitness Friday to name a few. Here is a [video](#) from our Mindful Monday Submissions.

As a result, the District is committed to continuing rigorous and routine homebound instruction, at first, during the two week **initial homebound instructional period**, March 16 - March 27, we will include attention to healthy lifestyle habits and good health and hygiene practices related to staying well. We acknowledge many of the services that students need are best provided in human contact situations; in spite of that, we will do the very best we can to serve our students during this time. Teachers will remain in contact with families and students. Homebound instruction does not require technology, but it may. The homebound instructional plans are stand alone instructional lessons that can be completed by students independently. This virtual learning plan is inclusive of written, artistic, and project-based assignments for diverse and differentiated activities.



The **virtual learning plan** will commence on March 30 and throughout the duration of the 19-20 school year. Beginning the week of March 16, district administrators and the technology department worked to contact parents who needed devices for their children to be successful in a virtual classroom setting. As of the writing of this revised plan, we have identified and distributed chromebooks to more than 400 students out of approximately 1800, who required devices to work virtually, and about 10 who had no internet at home. We will continue to support our students in this area, and work with families to secure internet from providers offering temporary free internet services.

We understand there may be an area of Saddle Brook that experiences bandwidth issues from their cable provider. We are gathering details on how this may impact our students in this area and will adjust/stagger schedules if necessary to accommodate virtual learning.

### **Compliance with Official Authorities**

This plan acknowledges that a public school district amid the COVID-19 health crisis cannot close by decision of administration and/or Board of Education alone if the intention is for the days to count as part of the 180 school day requirement. A public school closing must be so ordered by the NJ Department of Health or the Governor in accord with local officials, or, as per the updated communication on this issue, made in conjunction with local officials. On March 16, 2020, Governor Murphy issued Executive Order 104, suspending in-person preschool programs, K-12 education, and in-person instruction at institutions of higher education as part of the State's mitigation strategy to combat COVID19 and reduce the rate of community spread. The Governor then extended the order through the end of the School 19-20 school year.

The District used one Monday meeting day on 3/9, and one single session day on 3/11 for teachers to prepare their lessons. As a result, the District did not need to utilize two remaining emergency days.

The Saddle Brook School District will continue to adhere to the recommendations of the assigned professionals and county/state officials in all of its decision-making.

### **Technology**

Saddle Brook Public Schools has had a longstanding commitment to educational technology and technology training for our teachers. If our teachers did not have the equipment at home to work virtually, we have provided them with devices. However, our budget has not allowed us to embark on a one-to-one initiative for students yet. The BOE has been discussing the need to move in this direction. Our technology inventory and systems place us in a position to be able to equip approximately half of our student population for the delivery of virtual instruction. More than 85% of our students have technology at home and can seamlessly make the shift to virtual instruction if necessary. The remaining students will be able to borrow tech for an extended period of time. The district's outstanding staff of educators are readily equipped with the tools and knowledge needed to instruct in virtual fashion.



The Saddle Brook School District seeks to ensure every student has the equipment, services and materials in their homes needed for at-home instruction so that no student's learning needs are overlooked within the capacity of virtual learning.

The District has been providing a variety of ongoing, live, web based, PD opportunities for faculty and parents on Google Classroom, chrome extensions and other technological supports for teaching and learning. Our Technology Director and District Data Coordinator worked to help teachers establish Google Classrooms and to create new district emails for our youngest K-2 Learners. We streamlined this process to ensure all teachers and students are using the same tools.

### **Home/School Connection**

Given the significant role of parents and caregivers in the success of virtual learning environments, this plan is dependent upon their support and cooperation, especially for our youngest learners.

Parents and caregivers are expected to stay in contact with their teachers and respective school(s) via the means currently in place. These include Google classroom, and a variety of other instructional and remedial platforms approved by the Saddle Brook School District. We encourage regular visits to our district and school websites, and follow up on district emails and phone contacts. We update our websites and social media regularly. Parents and caregivers should also be watchful of electronic/phone/written messaging from the District.

Additionally, parents and caregivers are expected to keep their schools informed of any illnesses or compromising circumstances a student or a member of his/her household may be facing during the virtual instruction period.

This plan makes clear that the Saddle Brook School District has the means, the professionals and the foundations in place for allowing us to get through a pandemic situation that displaces us. We will continue to support students and their families with equity and compassion. Ultimately, the success of this plan hinges on a school community coming together to support students, to promote wellness and establish a new normal as we shift from learning at school to learning at home.



## *II. Current Applicability of this Plan: COVID-19*

The most recent guidance on COVID-19 (Novel Coronavirus) can be found at [Department of Health | Communicable Disease Service | COVID-2019 \(Novel Coronavirus, Wuhan, China\)](#)

This site includes the guidance provided to all schools for information related to students/employees returning from affected countries and/or with possible exposure to COVID-2019. It also provides resources directly related to students/employees in schools.

Since the release of this guidance on the coronavirus, we have been following these practices and protocols as is permitted by law. We have found families to be highly cooperative throughout these discussions.

The Center for Disease Control also offers an excellent resource: [About Coronavirus Disease 2019 \(COVID-19\)](#)

The related SBBOE policies/regulations pertinent to health and disease control are:

- [#8451 Control of Communicable Disease Policy](#)
- [#8451 Control of Communicable Disease Regulation](#)
- [#2412 Home Instruction Due to Health Condition Policy](#)
- [#2412 Home Instruction Due to Health Condition Regulation](#)

We urge everyone to communicate their COVID-19 questions and concerns with their health care provider. You may also contact the NJ Department of Health COVID-19 24/7 hotline at 1-800-222-1222.

We continue to remind everyone to practice the fundamental healthy habits typically associated with viral contagions:

- Social Distancing
- Wearing of masks or face coverings when out
- Frequent washing of hands
- Sneezing/coughing into one's elbow sleeve
- Isolation when displaying signs of illness
- Seeking medical attention when illness is accompanied by a fever
- Not sharing any personal products or food/beverage items with others
- Frequent disinfecting/cleaning in homes, especially "touch points" (doorknobs, telephones, kitchen/bathroom areas, etc.)



Our custodial and maintenance staff has built additional disinfecting practices into their daily routines since early January with the onset of the seasonal Flu, and will continue to do so for an indefinite period of time. Our in-district cleaning protocols include aggressively treating all contact surfaces throughout the school day and during the overnight hours. Please see the Facilities section of this plan for details.

Our school-based health care and nursing staff have shared expected practices and common sense actions to take when presented with any possible illness. The Superintendent has sent out multiple letters (January and February) regarding student health and when to keep students home. Please continue to follow those recommendations. Simply put, an ill child (fever, vomiting, rash, diarrhea, etc.) should remain home until the illness has passed.

It is imperative that families and staff be diligent in adhering to the social distancing advice. For this reason, communication with the schools should be via phone or email, not through visitation. Schools are closed for the remainder of the year.

The Saddle Brook School District recognizes and respects that people have unique situations, varying concerns, and different opinions related to the Coronavirus. We encourage you to reach out to your private physician and/or the local board of health for guidance/assistance with any questions/concerns so that you might make the best decisions for you and your children.



### *III. Facilities Plan*

***When virtual learning is enacted, schools and properties are closed. This includes gymnasiums, auditoriums, fields and other district properties. Students, teachers, staff and paraprofessionals are not to be onsite on days when off site learning is enacted.***

The only exceptions to building access includes maintenance and custodial workers, the technology team members, the leadership team members, and limited central office staff only with permission of the Superintendent. Teachers who require supplies or resources they need to finish out the school year in a virtual environment should reach out to their principals. The team can gather materials for you. Additionally, based upon guidance and the steady lifting of the Governor's mandates, we may allow teachers to access classrooms, alone, with masks and gloves, for scheduled periods of time, and socially distanced, to gather personal belongings and/or to close out their classrooms for the year.

Listed in this section are the measures our school district will follow should an outbreak of the Influenza virus, Conjunctives (Pink Eye), Coronavirus 19 (COVID-19), H1N1 virus or MRSA bacterial infection, endangers or potentially exist within our schools.

In addition to policy and mandates by governing agencies, these procedures are guidelines that we will follow to combat and reduce the spread of viruses pertaining particularly to the Influenza virus, Conjunctives (Pink Eye), Coronavirus 19 (COVID-19), H1N1 virus or MRSA bacterial infection. The chemicals and disinfecting procedures will effectively attack several other types of bacterial, fungicidal and veridical active viruses. The specific lists of viruses/bacteria are on the product label.

Some viruses are spread by airborne contaminants, while others are spread by surface touching or person-to-person contact. At this point even the WHO does not know if this COVID illness can be airborne. Recent reports suggest there may be a legionnaire type transmission. Since it is relatively new, has few tested and reliable treatments, we really need to focus on prevention. For this reason we will take all precautions possible.

These guidelines address attacking the viruses by the disinfection and the sanitization of surfaces in efforts to control the spread by surface contact.

In the event of any outbreak of a contagious airborne or person to person virus which becomes a district concern, a meeting of the entire Custodial department and Buildings and Grounds department is called so that everyone is aware of procedures and guidelines to combat such.

Cleaning, sanitizing and disinfecting conducted by any employee of the district will require the wearing of personal protective equipment such as, but not limited to, protective gloves and a nose and mouth guard such as an approved disposable type mask.



In the event an eruption of a highly contagious virus within our district is made known, the cooperation of the entire district is necessary to combat and reduce its negative impact upon the staff and student population.

Listed below are the guidelines of the Custodial Staff in the various threat levels of situations:

### ***Level 1 - No Threat***

- Normal everyday cleaning procedures best described as a Level 1 No Threat process.
- Although there are minor adjustments that can be made, most of the adjustments are related to the facility's appearance. Level 1 cleaning will be accomplished if the building is maintained on a constant cleaning and disinfecting cycle. The building must not only look good, but it must smell clean.
- Regular neutral floor cleaners come pre-mixed by the disinfectant dispensing unit supplied by the vendor and cleaner. Disinfectant Wipes, disinfectant cleaners, spray bottles, spray pumps, and pump misters will be used in accordance with the manufacturer's recommended instructions for each use.
- There is thorough disinfecting of all touchpoints such as door knobs, counter tops, desk tops, chair backs, chair arm rests, push bars, water coolers, faucets, sinks, toilets, carts, door pull handles, cafeteria tables, tables, all hard surfaces, and furniture. Toys, balls and wall mats are disinfected through the use of spraying and misting equipment.
- All buckets of used cleaning solutions for mopping are emptied at the end of the shift. All supply or recovery tanks in automatic cleaning machines are also emptied. No solutions will be permitted to be left in any bucket after the shift has ended, with the exception of floor wax.
- Floor wax may be permitted to be left in an applicator bucket covered with a clear plastic bag so wax stays fresh, but not for more than twenty-four hours.
- All custodial closets are to be mopped at the end of each shift. Mops will be the only wet item (s) in the closet, and they may be hung over the sink basin or over a bucket to catch any water from dripping on the surrounding floor.
- All used wiping cloths will be disposed of at the end of the shift and put in the trash container (dumpster) outside the building.
- No cleaning supplies will be left in any area of the building where a student (PK-12) can readily gain access to them.
- All custodial closets will remain locked during the normal school hours.



- Products used in everyday cleaning will consist of:
  - Disinfectant Products
  - Envirox H2Orange Concentrate 117
  - When students are not present, Pure Bright Ultra Bleach
  - Clorox Hydrogen Peroxide Sani-Wipes
  - Lysol Disinfectant Spray
  - BruTab 6S Disinfectant Tablets
  - Custodial / Maintenance Staff will apply the disinfectants twice per day on a Level 3 basis

### ***Level 2 - Known Threat***

A Knowledgeable Threat is confirmed when there exists knowledge that the Coronavirus 19, H1N1, MRSA, Influenza virus or Conjunctives (Pink Eye), has affected a student or students of the district.

The same products used for a Level 2 threat will be the same as a level 1 threat.

Level 2 Includes all actions indicated in Level 1, plus:

- It is at this point that the ratio of product in the cleaning solution will be increased to combat the viruses.
- Instructors will be advised to monitor the washing of students' hands. All instructors must advise their student's proper procedures for washing hands so the virus does not spread.
- The use of hand sanitizers will be available for use by the student and staff population.
- As in Level 1, all mop buckets must be emptied at the end of the day. Additionally, for Level 2, they must be emptied and replenished with fresh solutions during the course of normal school hours. Disinfectants and sanitizers lose their killing powers as they are loaded up with bacteria and soil picked up from the floor. Even a solution that appears clean can be overloaded with bacteria and since bacteria are microscopic, it may be assumed that the solution will still have the bacterial killing power when in fact it doesn't, and bacteria would be spread throughout the building by using this same solution.
- Sanitizer wipes, sprays and cleaners will be applied to the carpeting in the classrooms which will make the carpet safer and more sanitary by removing and inhibiting the growth of unhealthy bacteria in the carpet. All products used for this type sanitizing will be EPA approved and reviewed to ascertain if there will be any hazards associated with the dried spray of this product.
- Instructors who have carpets or area rugs in their classrooms should be advised to not permit the students to sit or play on these carpets. Carpets can harbor germs from a sneeze from a child for up to 24 hours.



- No product that has any adverse effect or possible effect on a student's health or well-being will ever be used in a classroom, be it on carpet or hard surfaces.
- Any cleaning process which requires moisture introduced into the classroom will require that the moisture be dry within two hours after the process is completed. Equipment used in aiding the drying time may be fans and or dehumidifiers.
- All sanitizing and disinfectants used during the day which have not been entirely used, must be discarded and not put back into the original container. Used solutions have the possibility of contaminating the clean solution or reducing the disinfecting or sanitizing powers.
- All gloves and wiping materials will be disposed of and removed from the building nightly.

### ***Level 3 - School or District Outbreak***

A Level 3 - District Outbreak is when a large population of the city and school district has confirmed Influenza virus, Conjunctives (Pink Eye), Coronavirus 19, H1N1 or MRSA.

It is at this point that the ratio of product used is the highest level and the most serious level of the Contingency Plan that our district must address.

We need to increase the level of effectiveness of our sanitizers and disinfectants by attacking the virus more aggressively. We must also be more aggressive in the sanitizing and disinfectant assault.

Level 3 Includes all actions indicated in Levels 1 and 2, plus:

- Touch points should be wiped several times during the course of normal school hours.
- Flat surfaces, especially lunch tables must be sanitized after each lunch period.
- No solution will be used for more than one hour before being discarded and replenished with fresh sanitizing or disinfecting solution.
- Desks should be wiped after the dismissal of school as well as the instructor's desk (if possible).
- All bathrooms must be thoroughly cleaned and sanitized using the same disinfectant products as specified in Levels 1 and 2.
- Students and teachers should be notified to not place items on the floor of their classrooms. Viruses and bacteria will be maintained on the soles of shoes and are then deposited on hard floor surfaces and carpets. Leaving a briefcase or backpack on the floor then picking it up to place on desk is considered incidental contact with germs or bacteria.



- The commonly followed "3 second rule" is no longer valid. If anything touches the floor it can instantly pick up a virus or bacteria and transmit it to the unsuspecting person who puts the item in his/her mouth or merely puts their fingers in their mouth after touching the item.
- Any area to be sanitized or disinfected must be cleaned first. Only then can it be properly sanitized. It must be wiped, cleaned, sanitized then dried to kill most of the surface germs effectively.
- The work will be more laborious and time consuming. Most likely overtime will be required, and there will be an increase in the overall expense of supplies for the attack on these viruses and germs.

Being more aggressive, following procedures precisely, and using the correct product to fight the virus or germs identified will reduce, and hopefully prohibit, the further spread of the Influenza virus, Conjunctives (Pink Eye), Coronavirus 19 (COVID-19), H1N1 virus or MRSA bacterial infection, and help protect the staff and students during the outbreak of any such incidents.

The County Board of Health as well as the County Department of Education will be kept abreast of any such activity within our district and may offer further advice or guidance during this Level of activity.



## *IV. Technology Plan*

To be fully prepared for the potential delivery of virtual instruction, the technology department will routinely test and support the District network and systems. Technology does NOT have Chromebooks configured with built in Wi-Fi hotspots for home use by students who do not have at-home internet or a technology device. Saddle Brook technology department is working to support families without Wi-Fi access to secure free options.

The District will be readily equipped to loan a given number of Chromebooks configured for at-home use with built-in Wi-Fi connectivity, along with a charger. The District has launched a District-wide survey and technology loaner contract. A parent's signature will acknowledge agreement with all components identified in the form.

The email HELPDESK accounts for tech support for students and their families are:  
[mmaher@sbpsnj.org](mailto:mmaher@sbpsnj.org) or [pmcgee@sbpsnj.org](mailto:pmcgee@sbpsnj.org)

Staff should continue to use the Helpdesk system for support with technology.



## Saddle Brook Public School District Chromebook Loaner Form (sample)

### Homebound Instruction - Technology Contract - March 2020 - COVID-19

*YOU MUST COMPLETE THIS CONTRACT TO RECEIVE A DISTRICT DEVICE. If you DO NOT NEED a district device for your children to work at home, please do not complete this contract.*

*This contract MUST be signed by an adult parent or guardian on behalf of the Saddle Brook student for whom this agreement is being made. Please indicate you are the adult parent or guardian for the Saddle Brook student(s) in need of a district Chromebook. Type your full legal name here: \_\_\_\_\_*

*What are the names of your Saddle Brook student(s) in need of a district Chromebook(s) for school work?*

*What grade are they in?*

*Which school do they attend?*

*Do they attend an out of District school? \_\_\_\_\_*

*This contract is subject to guidelines found in ALL BOE Policies and regulations inclusive of and specific to BOE Policy 2361 Acceptable use of Technology and Computers; BOE Policy 9242 Use of Electronic Signatures; and 7523 School District Provided Technology to Pupils. Policies are available on the district website. Type your full legal name here to indicate understanding: \_\_\_\_\_*

*You are receiving this device contract because you requested 1 or more Chromebooks for home use during the COVID-19 school closure. Chromebooks are expected to be returned upon request from the District. Please treat our devices with care during this time. These devices are for Saddle Brook School use during the period of Homebound Instruction Only. Please select the checkbox below to indicate your agreement. \_\_\_ agree*

*The replacement value of Chromebooks is approximately \$275. Should you or your student(s) lose the device(s) or damage it(them) beyond repair, you, the responsible adult signing this contract, will be responsible for the full replacement amount. Please select the checkbox below to indicate your acknowledgement. \_\_\_\_\_ agree*

*Please provide us with a cell phone number where we can contact you. If you do not have a cell phone, we need a phone number to be able to get in touch with you. \_\_\_\_\_*



## *V. Curricular Plan - Meeting the Needs of all students*

### **Overall demographic:**

The district is comprised of students reflecting the follow demographics - 71% white, 3.4% black/African American, 8.2% Asian, 1.2% mixed race, 16.2% Latino

Student counts for state funded preschool: 36

ELLs: 38

Special Education students: 480

Special Ed (new) evaluations in the queue: 31

Homeless: 6

Our plan is comprised of a collection of lessons that offers a variety of learning options for students, including the following, and all of which comply with IEP, 504 and ELL plans remotely:

- Lessons that are personalized on an online platform with engaging content that addresses individual students' needs (Option A)
- Lessons that are blended where students learn at least in part through online learning, with some element of student control over time, place, path, and/or pace (Option B)
- Lessons that do not require access to a technology device and/or an internet connection (Option C)

This differentiated design is constructed so that all students have the opportunity to engage in learning from home without a dependency on technology or Wi-Fi connectivity. Given that families will face different situations (eg: Sharing of a device, dependency on others for childcare, etc.), students have flexibility for the completion of the assignments.

Students will access lessons via teachers' websites, Google Classroom or related platforms as per teacher determination.

As of March 9, 2020, data for use of Google Classroom:

- 60% of elementary school, especially grades 3 -6. The 40% non-users are mostly Pre K - 2 teachers who use previously used classroom DoJo
- 100 % of Middle school teachers
- 95% of High school teachers

As of April 6, 2020, 100% of our teachers had established Google classrooms, and 100% of our students had access to their own emails and district technology (if needed). Parents and teachers all had access to multiple opportunities of district-provided virtual professional development on how to use Google Classroom.



### **Virtual Lessons:**

All hard copy materials and supplies needed for the first two weeks of at home COVID shut down instruction period, were distributed prior to the school closure. These included textbooks, workbooks, related worksheets, etc. After the initial two weeks, we transitioned to virtual learning. We asked students to do their best to access the virtual lessons during the regular school day. Teachers will not be required to be available after school hours to answer questions. But teachers will be available during the school day. The school day is still defined as:

***Elementary School students: 8:45am - 3:05pm***  
***Middle/High School Students: 8:00am - 2:55pm***

## **Virtual Learning Plan Guidelines for Staff**

### **ATTENDANCE**

- “Attendance Do Now” needs to be posted once per day in your Google Classrooms, as early as possible at the top of the normal school day.
- Teachers are to mark students “present” in Genesis upon completion of the “Attendance Do Now.”
- If students do not complete their “Attendance Do Nows,” email the nurse or appropriate attendance person to follow-up.
- District staff will follow up with families to address student absenteeism and or lack of academic engagement: Teacher, nurse, counselor, principal, Child study team members, Director of Curriculum, Supervisor of Special Services, Director of Special Services, Superintendent, and if necessary the SB Police Dept and DCPD.
- All district policies and procedures related to attendance including promotion, retention, graduation, and discipline are in effect. Due to the nature of the circumstances, discipline may take on unique forms. Attendance appeals committee is still in effect.

### **GRADING**

- We have no intentions of moving to pass/fail grading.
- MS/HS: 4MP “Quarterlies” are canceled. This will be modified in Genesis.
- Shorter, more frequent formative and summative assessments are preferred over larger, weightier assessments for this trimester/marking period. View [Virtual Learning & Assessment](#) document for ideas.
- You are to continue grading assignments as you typically would.
  - Elementary: Continue using your gradebooks.
  - MSHS: Continue posting grades in Genesis. Grades must be updated weekly.



- There has been confusion about posting grades within the Google Classroom platform. You are not required to “grade” assignments **within** the Google Classroom platform. Yes, you must grade student work, but not within the platform.
- In order for a student to view a teacher’s assignment feedback and see the current assignment status [turned in, assigned, returned not graded], the assignment must be “returned” within the Google Classroom platform. Here is a tutorial: [Providing Feedback in Google Classroom](#).

## GOOGLE CLASSROOM

- Lessons need to be posted in Google Classroom at the start of the regular school day.
  - Every course, grade level and discipline is unique. Your classes may or may not have a daily lesson. Some lessons will/may span multiple days. Some days will/may be independent working days. That is acceptable if the lesson plan warrants it. Whereas, some lessons require daily practice and completion. That is acceptable too.
- Staff members shall document communications to students and their parents when students are not completing work. Consult with your administrators, counselors, and Child Study Team members (for students with IEPs) should you need support.
- Students cannot be required to print assignments. Google Docs and Kami should be used instead.
- Teachers may create their own deadlines for assignments - does not always need to be 11:59 pm, however, assignments do need to have at least a 24 hour window for completion.
- Students should not be penalized for handing in late assignments during this period. Our focus should remain on assessing our students’ level of understanding of the standard(s) and of the goals and objectives of the curriculum and the students’ IEPs. Let’s focus less on academic behaviors and compliance than we do on assessing if students are meeting standards. Be flexible with our students. We have no idea what is truly going on with them at home.
- Avoid posting/using deadlines within the Google Classroom platform, because Google Classroom will prohibit late submissions past those deadlines. Instead, indicate the due date in the “Title” of the assignment. This will permit students to submit even after the due date without the teachers having to repost the assignments.
- Please be cognizant of the fact that students in grades 7-12 have many classes they are managing each day. Ask your students for feedback on the workload.
- Screencastify short videos can be posted in Google Classroom. Options include recording yourself using your computer’s webcam or recording your desktop with voiceover.
  - [Installing Screencastify](#)
  - [Recording self and sharing in Google Classroom](#)
  - [Recording your desktop](#)
  - [Recording desktop and self simultaneously](#)



## GOOGLE MEET

- You can start a Google Meet directly from Google Classroom.
- You may NOT record any live sessions when students are present.
- Faculty members shall offer a live Google Meet with students at a minimum of one time per week.
- IEP-related services via Google Meet may occur
- When starting a Google Meet from [meet.google.com](https://meet.google.com), using the “nickname” feature will prevent students from joining without the teacher present. (If you test this feature with your colleagues, colleagues will be able to join before the teacher present, because their adult domains provide them with professional access. Student domains have different permissions.)
- The teacher **must wait** for all students to leave the Google Meet session before exiting. This will ensure that the students will not be able to use the link to continue in the teacher’s absence or to meet again.

## DIGITAL TOOLS THAT INTEGRATE SEAMLESSLY WITH GOOGLE CLASSROOM

- Screencastify
- Google Meet
- Kami - This tutorial will be shared with parents shortly: [Kami tutorial for students](#)
- BrainPop
  - Username: saddlebrookschools
  - Password: XXXXXXXXX (internal)
- Discovery Education
  - CB2D-DC8A FRANKLIN ELEMENTARY SCHOOL
  - E5B8-9B7C HELEN I SMITH ELEMENTARY SCHOOL
  - 8FD8-5AB5 LONG MEMORIAL ELEMENTARY SCHOOL
  - EAE1-DAE1 SADDLE BROOK MIDDLE HIGH SCHOOL
  - 87D9-5A53 WASHINGTON ELEMENTARY SCHOOL
- Kahoot Premium
- Newsela (ELA, SCI, SS, SEL)
- Flipgrid:

This letter and all other resources can be found here: [SB Virtual Instruction Site](#)

## Gifted and Talented Education

Gifted and Talented Programming will continue virtually throughout the school closure period, provided by BOE approved teachers.



## **Addressing Summer Courses for Advancement or for Loss of Credit**

### **During the Summer Months.**

All students have the opportunity to take district approved courses during the summer months for advancement or enrichment. Students who wish to do this should speak to their school counselor or Principal. As for credit recovery, general education students have the option of attending online summer school via a County Approved Summer School Program, or they can earn recovery credits via Educere or NJ Virtual School. Costs are borne by the families. Special Education students must address any enrichment, advancement or credit recovery coursework through their case managers.

### **Addressing the needs of ELLs and Title I Students during the shut down and in preparation for the summer months.**

The District is utilizing our faculty and staff to support the ELL students and to communicate with their families. Our website can be translated at the click of a button, and all Google Documents, materials and direction can be easily translated. Our ELL teachers have been working with the classroom teachers to provide support in this area, both student support and curricular support: Brain Pop, Literacy WorldWide, and the What Works Clearinghouse for ELLs. We are looking at Fast Forward for the summer of 2020.

The district uses alternate methods of instruction, differentiation, access to technology, and strategies to troubleshoot ELL access challenges. Our ELLs like all of our students have access to technology or we provided them with the access. We have many faculty and staff available for translations when needed.

ELL students and Title I Students have been supported and served throughout the COVID shut down. ELL programming and BOOST programming (for TitleI) have been provided by BOE approved faculty. We will continue with progress monitoring of these students which will guide our decisions for summer supplemental work and enrichment.

### **Addressing Learning Loss**

We now utilize a variety of assessment tools to progress monitor and remediate our students: Cogats, Linkit Benchmarking System, Dynaread, TC Running Records, and are now purchasing Apex Learning to support math remediation by standard.

### **Summer Programming and meeting the demands of 21st Century Learning and STEM**

Due to the nature of not having been a 1:1 district and dealing with the lack of educational technology at home, many of our students and our faculty had not been pushed to their technological peaks. As a result of the shut down, we distributed more than 400 chromebooks, provided a variety of PD for parents, students and teachers and have seen incredible growth in this area. This situation has



advanced everyone's collective skills and afforded the opportunity to launch alternate methods of teaching and learning. I am certain these newly developed skills will change our classroom practices moving forward, whether we are working in a traditional or virtual learning environment.

Summer Enrichment programming in these areas will be offered virtually. We have the largest group ever interested in summer STEM camp for 2020.

**Our Technology Director, Michael Maher may be contacted via email at [mmaher@sbpsnj.org](mailto:mmaher@sbpsnj.org), or call 201-843-1142 x 2309 with any questions related to technology.**

### **Meeting the Needs of students with disabilities**

*Describe the delivery of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms.*

*Describe the methods used to document IEP implementation including the tracking of services, student progress as well as the provision of accommodations and modifications.*

*Describe how case managers follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible.*

*Describe how the district conducts virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities*

### **Pre-K - Age 21 Special Services Accommodations**

- Collaborative in class support (ICS) teachers co-plan lessons with their teaching partners via email and Google Meet.
- Collaborative ICS teachers proactively reach out to students with IEPs in their class to provide additional support and appropriate modifications and accommodations.
- Instructional 1:1 paraprofessionals are providing virtual support to individual students under the direction of the classroom teacher consistent with the IEP. In the ABA program, paraprofessionals are assisting teachers and families with parent training and collecting data for discrete trial instruction (DTI), as well as attending related service sessions to assist providers, when requested. Paraprofessionals are also engaging in a high level of professional development to help support their role in working with special education students.
- Resource program teachers plan with their grade level colleagues and make appropriate modifications for their students to be shared directly with students and parents.
- Special program teachers (LLD, ABA) consult regularly with CST members, district behaviorist and related service providers, Dr. Lauren Reisenauer (Director of Special Services),



Ms. Jillian Cawley (Supervisor of Special Services) and the case managers to plan individualized supported activities for their students.

- Specialized materials, communication devices, and assistive technology supports and necessary training remain in place for students. Online and accessible platforms, like Learning Ally are utilized. Assistive technology supports are available through the Google Classroom instructional delivery format. Commission for the Blind continues to provide support to students who have been identified as needing those services.
- Related services are delivered largely through the teletherapy model, as well as the consultative model with supplemental materials remaining in place in regularly scheduled sessions to support progress towards educational IEP goals. Related Service providers provide consultation with parents, teachers, and students.
- For IEP-Driven ABA parent training and home programming, our district behaviorist, and classroom teachers also continue to provide virtual support through online platforms, direct consultation, email, and phone conferences.
- The Director and Supervisor of Special Services monitor the delivery of IEP-driven services to track the delivery of IEP driven special education and related services, as well as the necessary modifications and accommodations for individual students. Related services providers maintain a log of services, including speech, occupational and physical therapy, as well as counseling support. Data is collected and progress reporting on IEP goals is maintained and reported to parents/guardians.
- Several communications regarding special education programming have been sent home to parents unique to the type of program in which they are enrolled. Case managers will continue phone conferences with parents and utilize secured online platforms to converse. In some circumstances, contracted providers will continue to provide service to students with special needs. Providers have also developed a plan to provide remote instruction, counseling services, and consultation via phone conference. CST case managers continue to contact parents to schedule IEP meetings via phone, or virtual platforms. Case managers can share their screens to review the IEP document with the parent/guardian.

**ESY Summer Programming** - *Provide a preliminary outline for the provision of summer services, including:*

- *Extended School Year (ESY) for students with disabilities including how ESY will be delivered*
- *Assessment of credit loss or shortages for high school seniors and an initial plan to address credit recovery*
- *Assessment of learning loss and an initial plan for potentially addressing learning loss*

Extended School Year for Students with Special Needs is in place. Comprehensive plans exist to



provide for the online delivery of services, as well as on-site, in-person preparations designed to meet the IEP-driven needs, should NJ State guidelines permit.

ESY related services and home programming will be provided in the virtual format using teletherapy to the greatest extent possible. For eligible students in APPSD's, plans have been secured and are in place in terms of instruction, related services and transportation.

The District is in the process of planning for the implementation of a summer school program to address potential regression for students in general education. Summer school will operate in the same manner as outlined for ESY. Planning may include the use of progress monitoring by report cards and IEP goals and objectives to provide for the assessment of standards based mastery to identify gaps in learning.

## *VI. Related Services and Counseling Plan*

The Saddle Brook Special Education Department has developed the following plan for our emergency health closing.

### **COMMUNICATION:**

All case managers, speech therapists, and special education administrators will be available via email and district voicemail, and live zoom meetings upon request. We are asking that email be the primary communication mode, and phone calls be limited at this time.

**Native Language:** All notices will be translated to the native language to the extent required by the District's current practices.

**Contracted Providers:** We have contacted all providers, transportation, and nursing staff and notified them of our school closure and need for their availability, as necessary, for remote meetings.

**Out of District Schools:** Meetings will be held remotely and scheduled in cooperation with OOD staff, as needed and outlined elsewhere in this plan.

**Parents:** All parents have been made aware of the school closure and transportation suspension.

### **PROVISION OF APPROPRIATE SPECIAL EDUCATION AND RELATED SERVICES FOR STUDENTS WITH DISABILITIES**

It is our expectation that students with IEPs participate in virtual learning as outlined by each of the buildings.

- Each teacher and related service provider has already or is in the process of developing individualized lessons that target each student's IEP goals.



- The activities have been or will be sent home to the families and will be monitored by the teacher, CST members and related service providers.
- The duration of the activities aligns with the provision of general education services
- 

- Each teacher and related service provider's plans include adapted materials and assignments to meet individual student needs, as outlined in the student's IEP and/or 504 Plan. They are also inclusive of the accommodations and modifications that are part of each student's IEP.

## **RELATED SERVICES**

**Speech/language services** will be available for students grades K-12 via virtual platforms. In addition, where appropriate or necessary, home therapy packets will be sent via email to help review skills students have been working on in session.

**Preschool Disabled Students:** The Teams will meet upon schools reopening and determine what, if any, regression has occurred. They will then work with students to get them caught up in addition to their regularly scheduled session.

**Occupational Therapy/Physical Therapy:** The Teams will meet to determine what if any regression has occurred. Based on this information, they will determine how many sessions are necessary to catch the student up in addition to their regularly scheduled sessions. However, we are working on developing home exercise videos designed to meet specific IEP goals and will release those as they become available and/or necessary.

**Counseling:** Counseling will be provided through a virtual platform. Parents will be contacted via email to arrange days and times to provide this service.

## **COMPENSATORY SERVICES**

Compensatory education and/or services will be determined on a case by case basis by the IEP Team within 60 school days of the District's reopening. Current progress and present levels have been recorded and will be used to determine what, if any, compensatory education is necessary when schools reopen. This determination will involve an analysis of the regression of the student's IEP goals and the level of services needed to recoup that regression. An analysis of the student's projected progress will also be undertaken. Services are not going to be provided on a generic 1:1 calculation.

## **MEETINGS**

**Evaluations:** Parents will be contacted via email to advise them of the evaluations scheduled, the postponement of those evaluations, and advised that scheduling will resume as per guidance from NJDOE.

**Annual Review Meetings:** Case managers are attempting to have these meetings via Zoom and/or conference calls with staff members and parents. Parents will be contacted via email and asked if they



consent to hold the meetings remotely. If the parent declines, the meeting will be postponed until schools reopen.

**Eligibility Meetings:** Eligibility meetings will take place as long as the evaluations have been completed, via the same procedure implemented for Annual

Review Meetings.

**Initial Planning Meetings and Reevaluation Planning Meetings:** We will offer to conduct reevaluation meetings remotely and advise parents/guardians that evaluations cannot be scheduled to begin until school is back in session. For initial referrals, we will be keeping a log and documenting all initial referrals and schedule meetings once schools re-open or as per NJDOE guidance.

Any meetings that have been canceled or unable to take place will be rescheduled as soon as school is back in session or as per NJDOE guidance.

### **MEDICALLY FRAGILE STUDENTS**

As medical services are provided by the District to the extent necessary to allow the student to access the educational program, those provisions of the students' IEP that can be met remotely will be met. Otherwise, we will advise parents that nursing staff and other medical related services cannot be provided at home and that alternative services need to be arranged by the parents. Health care plans will be sent to each parent, so that they have the most up to date information on the student's plan to share with private providers, as necessary.

### **CONFIDENTIALITY**

All information shared electronically will include the following statement:

“CONFIDENTIALITY NOTICE: The information contained in this communication from the Saddle Brook Public Schools is confidential and may be considered a student record. This email and all information contained or attached hereto is intended for the sole use of the persons or entities who are the addressees. If you are not an intended recipient of this email, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please immediately contact the sender to arrange for the return or destruction of this information.”

### **School Counselors:**

Our Saddle Brook HS Guidance Department is fully prepared to handle any college and/or career-related concerns for our seniors still submitting college applications and/or needing assistance for any college, career, or military enlistment and/or services. This goes for the rest of our student body as well. Our guidance counselors and team will be working remotely and by phone, when necessary, to ensure students still receive all necessary services. A simple email to any one of your counselors will assist in answering any question you may have.



**Nursing:**

We will advise parents that nursing staff and other medical related services cannot be provided at home and that alternative services need to be arranged by the parents. All health care plans will be sent to each parent, so that they have the most up to date information on the student’s plan to share with private providers, as necessary. We will ensure that nursing staff remain available during working hours if the parents have questions and/or for consultations.

**Transportation:**

All schools have been closed by the Governor, so transportation to OOD schools has ceased. All vendors are aware of the situation as of March 16, 2020. We will also advise if contracted transportation companies reopen before Saddle Brook Schools does, OOD students can be transported as long as the OOD is also open for business. The district’s Transportation Coordinator, Cathy Ioele at cioele@sbpsnj.org will maintain contact with providers.

**AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH INFORMATION AND STUDENT RECORDS**

Completion of this document authorizes the disclosure and/or use of individually identifiable health information and student records, including such information maintained within a record considered a “student record” under FERPA, and consistent with Federal laws (including HIPAA) concerning the privacy of medical records.

**USE AND DISCLOSURE INFORMATION:**

Patient/Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

I, the undersigned, do hereby authorize the Saddle Brook Public Schools to provide any information from the above-named child’s medical file or student record, including but not limited to counseling records, to:

**Public School** \_\_\_\_\_

(School District to Which Disclosure is Made)

Phone:

Fax:

Information to be disclosed:

Entire Medical and Psychotherapy Records, including patient histories, office notes, test results, referrals, consults, billing records, insurance records, and records sent to you by other health care providers.

Other: STUDENT NAME, ADDRESS AND PARENT/GUARDIAN CONTACT INFORMATION; STUDENT FREE/REDUCED LUNCH APPLICATION, FORMS, AND ALL OTHER DOCUMENTS RELATING TO STUDENT FREE/REDUCED LUNCH; AND ENROLLMENT DOCUMENTATION

**USE:**

I understand and do hereby authorize the Agency to disclose information from the above-named child’s educational records to the School District listed above, including confidential records and information protected under Federal laws, including HIPAA and FERPA in order to allow said student to receive a Free or Reduced priced lunch from their district of residence, which is different from their different of enrollment.

**DURATION:**

This authorization shall become effective immediately and shall remain in effect until for one year from the date of signature, if no date entered.

**RESTRICTIONS:**



Law prohibits the Agency from making disclosure of health information not described in this release, unless the Agency obtains another authorization form from me or unless such disclosure is specifically required or permitted by law.

**YOUR RIGHTS:**

I understand that I have the following rights with respect to this Authorization: I may revoke this Authorization at any time. My revocation must be in writing, signed by me or on my behalf, and delivered to the health care agencies/persons listed above. My revocation will be effective upon receipt, but will not be effective to the extent that the Agency or others have already acted in reliance to this Authorization.

**RE-DISCLOSURE:**

I understand that the School District will protect this information as prescribed by the Family Education Rights and Privacy ACT (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), and that the information will become part of the student’s educational record, to the extent permissible. The information will be shared with individuals working at or with the School District for the purpose of providing safe, appropriate, and least restrictive educational settings and school health services and programs.

I have a right to receive a copy of this Authorization. This Authorization expires in 12 months.

**APPROVAL:**

_____	_____	_____
Printed Name	Signature	Date
Relationship to Parent/Student _____	Area Code/Tel. Number _____	

## VII. Food Service Preparedness Plan

Notwithstanding pending guidance from NJDOE, we have a plan with Pomptonian, our food service provider. The District does provide meals to eligible students. **We are a member of the School Food Authority, Saddle Brook TWP BOE, Agreement #00304610.**

The New Jersey Department of Agriculture recommends a Grab-And-Go Lunch. Pomptonian has a menu plan with this in mind. Pomptonian will be ready to prepare and serve “to go” meals at the Saddle Brook Middle/High School on virtual learning days. Students or their parents can pick up **two meals per day at one time** - one pick up for lunch, including breakfast for the next day.

Pick up will be at the **Middle/High School on Mondays through Fridays** until further notice. Pick up will be curbside by **Door #17** (high school main gym hallway). **Cafeteria is right near the grab and go entrance. All workers distributing food are approved food handlers.**

Pomptonian is managing all required food guidelines.

Grab and Go meals begin on Monday, March 16, and continue every scheduled school day, indefinitely, or until the state directs us otherwise. We do not provide summer meals.

Pick up times will be based on the **Child’s Last Name**.

Last Names beginning with:

**A - I** from 11:00 AM – 11:30 AM

**J - O** from 11:30 AM – 12:00 PM

**P - Z** from 12:00 PM – 12:30 PM



Questions or concerns about food services, can be directed to Tom Deptula at [foodservices@sbpsnj.org](mailto:foodservices@sbpsnj.org) or 201.843.2880 ext 2313

The District has contacted all eligible families via email, District blast, website and Facebook posts to inform them of where and when the lunch meals may be picked up. Pomptonian will have a list of the eligible students and will keep a log of who picked up a meal. We will not turn any family away.

## VIII. Personnel Preparedness Plan

The information below is relative to all employees and staff members should review this thoroughly. Additional information pertaining to each employment category is also noted.

### ESSENTIAL PERSONNEL:

Danielle Shanley, Superintendent	<a href="mailto:dshanley@sbpsnj.org">dshanley@sbpsnj.org</a>	201.843.1142, ext. 2305
Gina Galvin, Admin. Asst. to the Superintendent	<a href="mailto:ggalvin@sbpsnj.org">ggalvin@sbpsnj.org</a>	201.843.1142, ext. 2305
Raymond Karaty, Business Administrator	<a href="mailto:rkaraty@sbpsnj.org">rkaraty@sbpsnj.org</a>	201.843.1142, ext. 2302
Catherine Ioele, Admin. Asst. to the Bus. Admin.	<a href="mailto:cioele@sbpsnj.org">cioele@sbpsnj.org</a>	201.843.1142, ext. 2302
Patricia Calderone, Payroll Clerk	<a href="mailto:pcalderone@sbpsnj.org">pcalderone@sbpsnj.org</a>	201.843.1142, ext. 2303
Linda Croce, Admin. Asst., Central Office	<a href="mailto:lcroce@sbpsnj.org">lcroce@sbpsnj.org</a>	201.843.1142, ext. 2304
Toni Violetti, Director of Curriculum and Instruction	<a href="mailto:tvioletti@sbpsnj.org">tvioletti@sbpsnj.org</a>	201.843.1142, ext. 2317
Sonya Otero, District Data Coordinator/Tech. Specialist	<a href="mailto:sotero@sbpsnj.org">sotero@sbpsnj.org</a>	201.843.1142, ext. 1416
Anavel Zabela, Admin Asst, C & I Office	<a href="mailto:azabela@sbpsnj.org">azabela@sbpsnj.org</a>	201.843.1142, ext. 1403
Michael Maher, Onsite Technology Coordinator	<a href="mailto:mmaher@sbpsnj.org">mmaher@sbpsnj.org</a>	201.843.1142, ext. 2315
Patrick McGee, Technology Assistant	<a href="mailto:pmcgee@sbpsnj.org">pmcgee@sbpsnj.org</a>	201.843.1142, ext. 2309
Christopher Ianneillo, Supervisor of Athletics	<a href="mailto:cianneillo@sbpsnj.org">cianneillo@sbpsnj.org</a>	201.843.2880, ext. 1445
Keith Siroky, Supervisor of Buildings & Grounds	<a href="mailto:ksiroky@sbpsnj.org">ksiroky@sbpsnj.org</a>	201.843.1142, ext. 2311
Lauren Reisenauer, Dir. of Special Services & Principal	<a href="mailto:lreisenauer@sbpsnj.org">lreisenauer@sbpsnj.org</a>	201.843.6740, ext. 6400
Jillian Cawley, Supervisor of Special Services	<a href="mailto:jcawley@sbpsnj.org">jcawley@sbpsnj.org</a>	201.796.6650, ext. 2314
Christine Fontana, Admin. Asst., Washington School	<a href="mailto:cfontana@sbpsnj.org">cfontana@sbpsnj.org</a>	201.843.6740, ext. 6400
Karen Roberts, Nurse, Washington School	<a href="mailto:kroberts@sbpsnj.org">kroberts@sbpsnj.org</a>	201.843.6740, ext. 6402
Brenda Coffey, Principal, SBMS/HS	<a href="mailto:bcoffey@sbpsnj.org">bcoffey@sbpsnj.org</a>	201.843.2880, ext. 1400
Raymond Searles, Jr., Vice Principal, SBHS	<a href="mailto:rsearles@sbpsnj.org">rsearles@sbpsnj.org</a>	201.843.2880, ext. 1409
Donald Meisch, Vice Principal, SBMS	<a href="mailto:dmeisch@sbpsnj.org">dmeisch@sbpsnj.org</a>	201.843.2880, ext. 1414
Evelyn Young, Admin. Asst., SBMS/HS	<a href="mailto:eyoung@sbpsnj.org">eyoung@sbpsnj.org</a>	201.843.2880, ext. 1400
Marta Benito, School Counselor, SBHS	<a href="mailto:mbenito@sbpsnj.org">mbenito@sbpsnj.org</a>	201.843.2880, ext. 1405
Kimberly Gerken, School Counselor, SBHS	<a href="mailto:kgerken@sbpsnj.org">kgerken@sbpsnj.org</a>	201.843.2880, ext. 1407
Christina Sasson, School Counselor, SBHS	<a href="mailto:csasson@sbpsnj.org">csasson@sbpsnj.org</a>	201.843.2880, ext 1406
Caitlin Fabrocini, School Counselor, SBMS	<a href="mailto:cfabrocini@sbpsnj.org">cfabrocini@sbpsnj.org</a>	20.843.2880, ext. 1413
Carol Rabe, Nurse, SBMS/HS	<a href="mailto:crabe@sbpsnj.org">crabe@sbpsnj.org</a>	201.843.2880, ext. 1422
Deborah Wunder, Principal, Smith School	<a href="mailto:dwunder@sbpsnj.org">dwunder@sbpsnj.org</a>	201.796.6650, ext. 4400
Korey Chalarca, Admin. Asst., Smith School	<a href="mailto:kchalarca@sbpsnj.org">kchalarca@sbpsnj.org</a>	201.796.6650, ext. 4400
Emma Byrne, School Counselor, Smith School	<a href="mailto:ebyrne@sbpsnj.org">ebyrne@sbpsnj.org</a>	201..843.6650, ext. 4516
Ellen Ciceri, Head Nurse, Smith School	<a href="mailto:eciceri@sbpsnj.org">eciceri@sbpsnj.org</a>	201..843.6650, ext. 4402
Jaynellen Jenkins, Principal, Long School	<a href="mailto:jjenkins@sbpsnj.org">jjenkins@sbpsnj.org</a>	201.796.6250, ext. 3400



Candace Truax, Admin. Asst., Long School  
201.796.6250, ext. 3400

[ctruax@sbpsnj.org](mailto:ctruax@sbpsnj.org)

Diana Capani, School Counselor, Long School  
201.796.6250, ext. 1408

[dcapani@sbpsnj.org](mailto:dcapani@sbpsnj.org)

Kelly Fontana, Nurse, Long School

[kfontana@sbpsnj.org](mailto:kfontana@sbpsnj.org)

201.796.6250, ext. 3402

Lori Cohen, Principal, Franklin School

[lcohen@sbpsnj.org](mailto:lcohen@sbpsnj.org)

201.843.8664, ext. 5400

Niki-Ann Ramos, Admin. Asst., Franklin School

[nramos@sbpsnj.org](mailto:nramos@sbpsnj.org)

201.843.8664, ext. 5400

Amy Byrnes, School Counselor, Franklin School

[abyrnes@sbpsnj.org](mailto:abyrnes@sbpsnj.org)

201.843.8664, ext. 5250

Marianne DeAlessi, Nurse, Franklin School

[mdealessi@sbpsnj.org](mailto:mdealessi@sbpsnj.org)

201.843.8664, ext. 5402

When faced with any directive regarding this health emergency or when the District receives any information from the relevant local or state officials, notification will be sent via our emergency communication system. Detailed communication will also be posted on the school and district websites and on social media accounts.

**When the District is closed and virtual learning is enacted, adherence to all District policies is required; see [Saddle Brook Board of Education Policies](#).**

Additionally, all collective bargaining agreements **will remain in effect:**

- [Administrators](#)
- [Teachers & Secretaries](#)
- [Custodial and Maintenance](#)
- [Paraprofessionals](#)

Individual contracts for **non-bargaining unit employees will also remain in effect.**

### **Faculty and Staff Attendance/Absence Reporting**

In the event that the District is closed and virtual learning is enacted, ESS Absence Management procedures stay in place.

All sick, personal, family illness, vacation, professional or legal day absence(s) will be reviewed and, if/when applicable, respective day(s) will be addressed on a case by case basis.

Please continue to record your absences as you normally would and communicate and update your class website accordingly noting your unavailability for the day.

### **Payroll Dates**

Scheduled payroll dates during a closing will continue as usual. For the given instance, upcoming dates have been noted below:

- March 30, 2020



- April 15, 2020
- April 30, 2020
- May 15, 2020
- May 29, 2020
- June 15, 2020
- June 30, 2020
- July 15, 2020

Long Term Substitutes who are working as the classroom teacher during the shut down will continue to be compensated by ESS services for their work. Per diem substitutes or para substitutes are not remunerated during the school closure.

***The Saddle Brook Board of Education will pay all district employees during the shutdown at their BOE approved rate of compensation.***

### **Direct Deposit**

Contractual employees *currently* participate in Direct Deposit, and will continue to receive their payroll stub and funds electronically.

Other reimbursements will be processed. With limited office staff due to social distancing measures in place, this process may be delayed.

### **Vouchers and Extra Compensation**

All vouchers will be processed. With limited office staff due to social distancing measures in place, this process may be delayed.

## **Staff Responsibilities during Virtual Learning Days**

### **Administration and Leadership Team**

Central Office Administrators, Principals, Directors and Supervisors and other leadership team members are expected to assist in the daily operation of all aspects of business and distance learning, be it onsite or work remotely from home, as per the directive of the Superintendent.

Virtual and/or onsite administrative meetings may be necessary and will be determined by the Superintendent of Schools or a designee. Please ensure that your District devices are readily accessible.

### **Instructional and Educational Services Staff**

Instructional and Educational Services Staff are expected to take attendance and facilitate distance learning in accord with their position and:

- Be available to report to virtual work (as per direction of Superintendent or designee),
- Monitor, read and respond to email daily,
- Monitor and respond voicemail daily,



- Communicate and route any questions or concerns to their department leader as necessary, and,
- Follow any other guidance provided by the administrative team.

### **Central Office Staff (Business Office, Confidential Assistants, Special Services and Technology)**

Central Office staff are expected to:

- Be available to report to onsite/and/or virtual work (as per direction of Superintendent or designee),
- Monitor, read and respond to email daily,
- Monitor and respond voicemail daily,
- Communicate and route any questions or concerns to their department leader as necessary, and,
- Follow any other guidance provided by the administrative team.

### **Building Secretarial Staff**

Building Secretarial staff are expected to:

- Be available to report to onsite work (as per direction of Superintendent or designee);
- Monitor, read and respond to email daily,
- Monitor and respond voicemail daily,
- Communicate and route any questions or concerns to their building Principal or department leader as necessary,
- Follow any other guidance provided by the administrative team.

### **Custodial and Maintenance Staff**

Custodial and Maintenance staff responsibilities and schedule will be determined by Keith Siroky, Supervisor of Buildings and Grounds, in conjunction with Raymond Karaty, Business Administrator.

Communication will be conducted via district mobile phones, email or face to face. Please ensure that your mobile device is readily accessible; monitor, read and respond as appropriate to email daily.

### **Paraprofessional Staff**

In the event that the District is closed, Paraprofessional staff are expected to:

- Monitor, read and respond to email daily,
- Communicate and route any questions or concerns to Jillian Cawley, Supervisor of Special Services, Dr. Reisenauer, Director of Special Services, or to the building Principal as necessary,
- Follow any other guidance provided by the administrative team.

### **Personnel with Direct Extensions: [Directions to Access District Voicemail](#)**

1. Dial your respective building telephone number:

Central Office: (201) 843-1142  
Middle/High School: (201)-843-2880  
Franklin: (201) 843-8664



Long: (201) 796-6250  
Smith: (201) 796-6650  
Washington: (201) 843-6740

2. Press # when the auto attendant person begins to speak
3. It will ask for your voicemail extension
4. Enter in your extension number and password

## IX. Contact Protocols For Parents

All current communication protocols remain in place during the delivery of virtual instruction through the use of electronic mail (email) and or phone call.

The email of all faculty is available via our website: [www.sbpsnj.org](http://www.sbpsnj.org)

Questions and concerns related to your child's **mental health and well-being** should be shared with your child's **school counselor or case manager** (if applicable). All District contacts can be found on the website at [www.sbpsnj.org](http://www.sbpsnj.org). Or contact your **child's teachers, the school nurse, or your principal. Please reach out.**

All Technology-related questions should be directed to: [helpdesk@sbpsnj.org](mailto:helpdesk@sbpsnj.org)

All questions related to a student's academic experience should always begin with the **teacher** - this is no different now. If a parent is not satisfied with the reply, **the principal** may be contacted. If dissatisfaction continues after being addressed by the principal at the school level, then it rises to the level of **Toni Violetti, Director of Curriculum and Instruction**, [tvioletti@sbpsnj.org](mailto:tvioletti@sbpsnj.org), and then to the **Superintendent, Danielle Shanley**, [dshanley@sbpsnj.org](mailto:dshanley@sbpsnj.org), in that order please.



## *X. Parent/Student FAQs & Planning Guidance*

### **Frequently Asked Questions about Saddle Brook’s Virtual Learning Plan in Response to COVID-19 School Closure**

#### **Why does Saddle Brook’s initial 2-week plan and thereafter not require students to be online at specific times?**

As per the Commissioner of Education’s directive to districts, “equitable access to learning is a critical consideration for any plan.”

The Saddle Brook Public Schools is NOT a 1:1 device district, meaning that it does not assign a district-owned technology device to individual students for take home purposes. For this reason, our district plan cannot be compared to those districts which have provided select/all students with a computer/chromebook or iPad/tablet.

Our plan is not dependent on student need for a personal device at specific times in the day in order for assignments to be retrieved or completed, thereby recognizing the likelihood of shared devices in families. We have expanded chromebook availability to satisfy the technology needs of our students. But the needs of families necessitate flexibility in our delivery of instruction. Working parents, may not be able to assist some of our youngest learners while they are working. Oftentimes, smaller children require assistance with a virtual learning environment.

#### **How is student attendance monitored and recorded?**

The attendance guidelines are that all students on prek-6 must log in and complete their daily attendance “do now” before the end of the school day. Students in grades 7-12 must log in for every



class period, as attendance in that grade span is completed by period. Attendance for grades 7-12 must also be completed for all classes by the end of the school day. The state of NJ has not made any concessions on student attendance. Attendance letters will still go home to parents, and students can still lose credit for attendance. ***Should any teacher determine that a student in his/her class is not completing assignments and/or participating in the learning set forth, that situation will be reported to the principal and investigated.***

**How do parents use this plan to guide their child?**

See the guidance at the end of this document as a resource for your child’s learning day. On paper, a plan is merely curriculum and lesson plans - just as one would see on the administrative end when reviewing the teacher’s documentation. It is not until the teacher enters the teaching space - and the “instructor” is, thus, inserted into the curriculum - that the curriculum can transform into instruction. This is what will happen when a child enters the teacher’s virtual classroom via the Google classroom or other specified location noted on the teacher’s web page.

**With no direct contact with students in realtime, how are new concepts introduced and taught effectively?**

Teachers post lessons for their students within the Google Classroom. Those lessons can be in a variety of formats, direct instruction from the teacher, instructional videos from educational providers, live instruction, etc. It will be different depending on the age of the students, the needs of the students, and the discipline or content area.

**Why aren’t we requiring virtual teaching in “realtime” with platforms like Zoom in this 2-week plan?**

We will not use ZOOM for instruction. Our Google Classroom platform has the capacity for us to interact with our students via a Google meeting using SB district emails, and not an outside platform. Interacting with students live poses some challenges. First, sessions with students cannot be recorded or posted for review later. Of course, having everyone on computers at the same time with full connectivity and full attention on the teacher - is ideal in certain situations. Without currently being set up as a 1:1 device district, requiring instruction or participation in this style is not an equitable option. This is an option for some teachers and in some classes. Teachers are more likely to regularly



post assignments and videos etc, so students (with the help of parent in come cases) can pace themselves. ***We do require teachers to offer a LIVE session with their students each week to check on their health and wellness. Attendance will be taken during those sessions. It is expected students will be present for the live session each week.***

**What about standardized tests, like NJSLA testing, AP testing, SAT/ACT etc?**

The State cancelled all NJDOE mandated testing for the 19-20 school year. Advanced Placement testing still took place via the College Board, and SAT/ACT tests have been cancelled March through June 30.

**How does my child communicate with his/her teacher?**

Along with the posting of assignments with students by teachers, all students (and/or parents) will be informed of how best to share their questions or concerns with their teacher.

In most cases, this will be done via email (as all staff will be checking and responding routinely and daily) or through another enhanced communication system set up by the teacher. But at a minimum, teachers were directed to check emails at least three times per day, morning, mid-day and at the end of the school day.

After the email/message is reviewed, the teacher will determine the best way to help the student, given the wide variety of communication platforms that exist, and communicate as such.

**What if I have a question about my child's virtual learning?**

All questions related to a student's academic experience begin with the **teacher** - this is no different now. As always, if a parent is not satisfied with the reply, **the principal** may be contacted. Depending upon the presented concern, he/she may redirect the parent to a curriculum and instruction supervisor or another administrator should the inquiry or concern pertain to their area of supervision.

If dissatisfaction continues after being addressed by the **principal** at the school level, then it rises to the level of **Toni Violetti, Director of Curriculum and Instruction**, [tvioletti@sbpsnj.org](mailto:tvioletti@sbpsnj.org) and then to the **Superintendent, Danielle Shanley**, [dshanley@sbpsnj.org](mailto:dshanley@sbpsnj.org), in that order please.

**How do we communicate technology needs so my child's virtual learning can continue?**

**Of course, you can share your questions and needs with your child's teacher who can also help direct you for further assistance.**



The district has also set up an email for easy accessibility to our technology department: [helpdesk@sbpsnj.org](mailto:helpdesk@sbpsnj.org)

**My child has items in school that he/she needs. How does he/she get these?**

**On Friday, March 13, we directed all students and staff to take their educational resources and tools necessary for the possibility of extended homebound instruction. The directive is clear:** No students are to be in the buildings after the shut down on March 13, 2020 at the close of school. Should students have emergency items, items of value (computer or phone) that they left in a locker or classroom, or any health related items, medicines, etc. they should reach out to their **building principal**. The principal will need to request permission from the Superintendent for access to the building. During the month of June, the schools will offer a plan to distribute bagged student belongings outside of the buildings, both in a systematically and socially distanced way so that no rules for gathering are violated.

**Will my child be able to retrieve all needed learning materials and lessons online?**

After March 27, Yes.

**Things seem to be changing everyday. How do I continue knowing what's happening with regard to our schools?**

We remind parents to check the website, the district facebook page, read district blasts and important messages from your superintendent, and text messages for future communication. The Superintendent will continue to communicate district-wide and via all formats. Principals will routinely reach out with updates on the situation as well. For curriculum-related questions, please continue to communicate with your teacher(s) in the method they have specified.

FOLLOW US: [Saddle Brook School District Facebook Page](#)

Website: [WWW.SBPSNJ.ORG](http://WWW.SBPSNJ.ORG)

**Planning Guidance for students and their families**

**Grades K - 6 Students**

**Overview:**

- The virtual school day should span 4 hours worth of WORK, not all at once and not in a predetermined/specific block of time (In pre K, work is purposeful and creative play)
- It is suggested that screen time be limited so activities will and should vary for our youngest learners. Really, we hope to limit screen time for all kids.



- There are a variety of paper & pencil and online options for students to choose
  - Students can work at their own pace. Families should determine the schedule that works best for them. Respect deadlines.
- Students will have subject specific activities to allow them to continue practicing the skills they have learned in the classroom.
- Teachers may post work in a variety of ways, class dojo, google classroom, zoom or any other possible ways. Parents and students will receive regular communications from their teachers.
- The daily expectations are for students to:
  - Complete 4 choices daily: 1 activity from each of the following:
    - a. Literacy
    - b. Math
    - c. Interdisciplinary Activities (Science or Social Studies),
    - d. Spanish, Art, Music, or Library, Physical Education/Health and wellness.

### **A K-6 Student Sample Day Schedule**

- Follow your morning routine; eat a healthy breakfast!
- Go to class! “COMPLETE THE ATTENDANCE DO NOW”
- Visit your teacher’s website or Google Classroom to see what is happening. You may receive specific directions from your teacher or be directed to lessons and activities.
- Activity 1 (ex: Literacy)
- Activity 2 (ex: Special - Music, Art, Library - Phys Ed/health)
- Get up and dance, stretch or take a walk (Phys Ed.). Do a Yoga 4 Classrooms exercise.
- Have a healthy snack. Go back to your “classroom” to select your next lesson or activity
- Activity 3 (ex: Math)
- Select your final lesson or activity for the day - Activity 4 (ex: Science or Social Studies)
- Be sure to email your teacher with any questions, concerns or needs you might have, OR just tell your teacher about your day!
- Have a healthy lunch!
- Have a routine bedtime for optimal health. Get a good night’s rest.
- MEET YOUR DEADLINES.

### **Grades 7 - 12**

#### **Overview:**

- Log in and complete the “ATTENDANCE DO NOW” for every class.
- Students have subject specific assignments each week that consist of 5 lessons per content area/course in their schedule. Some lessons for students in 7-12 may span multiple days.



- These activities are intentionally designed for the purposes of deepening knowledge, practicing and applying learned content in new ways, and strengthening skills in areas that have been taught.
- There may be a variety of both technology and non technology options to offer equal access to students.
- Students are expected to:
  - Travel virtually from classroom to classroom to complete the “ATTENDANCE DO NOW” and receive instruction/learning activities.
    - These may be specific assignments or provide student choice/selection
    - Students should expect to spend about 30 minutes on each lesson daily, but this will vary depending on grade, course and level of difficulty
  - Students will access lessons via teachers’ websites, Google Classroom or related platforms as per the direction of the teacher.
  - Assignments and tasks will be posted daily on Google classroom and other specified location depending upon the teacher
  - Students should work at the pace that best fits them and their current circumstances.
- Due dates associated with assignments are a means to help pace students. ***If students are having difficulty completing work or meeting deadlines, they should contact their teachers immediately.***
- Students may be asked to use/share photos/videos of work with the teacher:
  - Ex: Share a picture of select work (if applicable) at a given time designated by the teacher
  - Ex: Share a picture of a given activity at a certain time designated by the teacher
- We recommend students follow their regular learning day. However, families should determine the schedule that works best for them.

### **Ideas to help Gr. 7-12 students and families plan the learning day**

- Wake up at a healthy time and then eat a healthy breakfast
- Travel virtually from classroom to classroom, complete the “ATTENDANCE DO NOW”, receive instruction/learning activities. Assignments and tasks will be posted daily on Google classroom and/or other specified location as noted on the teacher’s web page
- Get up and MOVE a little bit before you travel to your next classroom
- Be sure to eat healthy at your scheduled lunchtime
- Be sure to go to PE class and exercise!



- Plan ahead and keep your “ homework” time to see what’s in store for the next day and have your materials prepared before you go to sleep  
rtine bedtime for optimal health. Get a good night’s rest.
- **MEET YOUR DEADLINES.**