



RUTHERFORD PUBLIC SCHOOLS REMOTE LEARNING PLAN

Jack Hurley, Superintendent of Schools

Remote learning days will begin on Wednesday, March 18, 2020.
Monday and Tuesday, March 16 and 17 were “snow days”.

Demographic Profile

The overall demographic profile includes a district enrollment of 2738 students, including 73 in out-of-district placements. A total of five (5) students are homeless, 32 students are enrolled in English as a Second Language classes, and 86 students are classified Students with Disabilities and in classes within the district. The district percentage for students with Free & Reduced Lunch is 5.65%. The district does not have state funded pre-school students.

Elementary Health Related Closure Plan

Teachers must be logged on from 8:18-12:35p.m.

Learning Center, LLD, K-3 Students are instructed from 8:30-12:30 p.m.

PreK 3 ---8:30-10:30 a.m.

PreK 4---10:30-12:30 p.m.

Lesson plans submitted as normal on Google.

Attendance: Parents should email the homeroom teacher if child is not participating for the day.

Teachers are to post on their Google Classroom the lessons/ activities and students do the lessons. Parents can scan work or send pictures. Specialists (PE, Music, etc.) should list their assignments as well.

Lesson should be listed for:

- Reading
- Writing
- Phonics/ Word Work
- Math
- Science/ Social Studies
- Specialist- Parents need to check the specialist’s website

When planning, teachers need to be mindful of some resources:

Students can bring home materials: Math workbooks, reading books, writing journal, etc.

Use of Google Classroom for the following reasons:

- Slides- Interactive Presentation
- Collaborative project/research based assignments
- Flipped Classroom videos
- Forms- Assessment
- Articles/Worksheets
- Google

Web-Based Applications- Reading A to Z/RAZZ Kids/ Think Central/
Tumblebooks/BrainPop/IXL/Storyworks

- Skill based
- Accountable- time spent on programs/data
- Individualized instruction

Good Web Resources:

- Sesame Street
- National Geographic Kids
- PebbleGo (Students needs password)
- GoNoodle
- Time for Kids

Special Education Students:

- Collaborative Class- Co-teachers will plan, grade, monitor co-teaching classes effectively together.
- Learning Center/ MD Program- Teacher will communicate directly with parent/guardian for instructions. Put together a simple user-friendly description of how to run the trials and how to score correct/incorrect. Teacher will pick 10 programs that are currently on maintenance (something they mastered). Teachers will write down the program information including procedural steps and the behaviorist can create a form.
- Preschool ABA- For some of the students that do have pre-academic skills create small packets to practice skills.

Specialists:

- Nurse- Be on-line and updating webpage; answer parental/teachers questions/ 504 Direct
- SAC- Check in on students via email; be a resource parents/ staff
- Media Specialist- Post activities on Classroom/Webpage; Support teachers with needed resources; maintain the *One School/ One Book* program
- CST Members- Members should work on reports and documentations; should respond to parent emails; meeting requests/ rescheduling
- Speech- complete reports; email parents with some suggested activities to maintain skills

Rutherford School District Health Related Closure Plan Grades 4-12

1. Students and teachers must be logged on during the times below:

Grades 7-12 --- Same rotation of assigned day will be followed.

Homeroom 8:50-9:00 (Google Doc Sign-in)
 Block 1 9:00-9:40
 Block 2 9:45-10:25
 Block 3 10:30-11:10
 Block 4 11:15-11:55
 Block 5 12:00-12:40
 Block 6 12:45-1:25

Grades 4-6

Homeroom 8:05-8:15 (Google Doc Sign-in)
 8:15-8:55 (Cycle Special)
 8:55-12:20 (ELA/Math/Science/Soc. St.)

2. Students in grades 6-12 will bring home their school issued devices.
3. Teacher lesson plans submitted as normal on Google.
4. Personalized instruction includes ESL/ELL, special education, at-risk, on grade level and gifted and talented students.
5. Use of Google Classroom for the following reasons:
 - Doc-Sign In/Discussion for attendance purposes
 - Slides - Interactive Presentation
 - Collaborative project/research based assignments
 - Flipped Classroom videos
 - Forms - Assessment
 - Articles/Worksheets
 - Google Classroom Question - digital discussion forum
6. Web-Based Applications- IXL/Albert/Quizlet/Linkit!, etc.
 - Skill based
 - Accountable - time spent on programs/data
 - Individualized instruction
7. Electives/Cycles/Specials: Alternate assignments that can be completed at home, as though a student is on home instruction.
 - For example: PE - Exercise log or alternate written assignments such as when students are excused from gym. Art programs - teachers will post alternate

assignments that may span multiple instructional blocks. Instrumental Music - will utilize Smart Music.

8. Special Education Students:

- Collaborative Class - Co-teachers will plan, grade, monitor co-teaching classes effectively together.
- MD Program - Teacher will communicate directly with parent/guardian for instructions.
- Related services such as OT/PT/Speech will be compensatory.

9. Non-instructional staff will perform the following duties:

- Guidance Counselors - will monitor student attendance, grades, and emails throughout the length of the virtual instructional period.
- Nurse - Answer parental/teacher questions, complete 504 Direct responsibilities, monitor plans of 504 students.
- SAC - Check in on students via email; be a resource for parents/staff
- Non-Instructional Media Specialist - Post activities on Classroom/Webpage; support teachers with needed resources.
- CST Members - Monitor student IEPs, attendance, grades, and emails; work on reports and documentations; respond to parent emails; meeting requests/rescheduling of IEPs.
- Speech - Complete reports; email parents with some suggested activities to maintain skills.

10. Secretaries and clerical assistants should be in constant communication with their immediate supervisor. Teacher Assistants will perform duties as assigned. Custodial staff will be under the direction of the Director of Building and Grounds.

Special Education

There are adaptive materials and assignments. For the students who use google classroom the assignments will be modified according to their IEP as would have been in a live classroom setting. Teachers will be expected to follow the goals and objectives outlined in their IEPs. For our collaborative classes, the co-teachers will plan, grade, monitor co-teaching classes together. The same is true for the younger students. Parents will be logging on through google classroom and receive activities for the day that includes, reading, phonics, math, etc. These activities will be modified accordingly based on the individual education plan for the student.

For ABA/MD classrooms, teachers will communicate directly with parents and guardians. The BCBA has developed templates and plans in a user-friendly manner with all efforts on skills they have already mastered.

Each child's packet is individualized for their own programs -- about 5 maintenance programs with mastered targets to practice so they don't lose these skills during the time at home. Our

parents have communicated with us to send home as much as we can since these families are very familiar with ABA trials. The materials that were sent home had an explanation on how to run the program. Teachers have included resources such as songs and videos that are used in the classroom during technology time including how to do morning circle. The morning circle binders in the Preschool ABA class were sent home. Teachers have asked parents to send pictures of the datasheets and we will evaluate to see how they are progressing. Parents who have questions can always contact the BCBA for clarification on any of the programs or ABA questions in general.

The CST has been instructed to reschedule meetings for now. We will not be able to conduct any evaluations at this time which means we will not be able to hold re-eligibility meetings as well until we are able to be in school again. This will be revisited in a week to see if we need to hold these meetings via Zoom.

Communication has been sent from the out of district schools directly to the parents. This communication included how their student would continue learning via distance learning, for example. Case managers have also communicated with our parents who have students in these placements to ensure they had all the necessary information from online learning to other pertinent information regarding their student.

Again, the plan includes these students because most of them attend OOD schools. These schools have opted to close and have sent detailed letters home as to who they were going to handle their closure. Some of them are giving activities for these students or conducting distance learning. It depends on the individual school as to how they are handling this. For our OT/PT/ and Speech services, we are providing distance learning. Our therapists will be contacting the families during session days and guiding parents through the learning materials that were sent home. These sessions will count and therefore eliminate compensatory services in these areas.

We were in communication with schools through the first few days before the closure. These schools were ready to provide distance learning and give our students the necessary materials/tools to complete assignments.

Our plan included two transportation entities. Our own district's transportation department was in contact with the schools that were closing. Students had already been notified by their home school and were notified as well so that we didn't continue bussing these students. Our contracted provider who facilitates the rest of our transportation needs ensured that individual bus companies were in contact with families to ensure everyone was aware of individual school closures. By the time we received notification of these closings, families were already notified.

Computers for Students and Staff

Staff brought home their district issued laptop.

Students in grades 6-12 brought home their district issued Chromebook. Parents of students in grade Pre-K to 5 were asked to contact their school if they needed a device. Chromebooks were distributed to all who needed them.

Free and Reduced Lunch

The Rutherford School District will be providing lunches starting tomorrow, March 18th, for students in grades K-8 who qualify for Free or Reduced lunches.

Lunches will be prepared by Pomptonian and delivered to Lincoln School. Students who qualify for free and reduced lunch may pick-up "to go lunches" Monday- Friday between 11-12pm. Students or parents would need to go to Lincoln each day to get their lunch.

Please pick-up the lunches by the gym doors on Vreeland Avenue. Lunches will be in bags on tables near the gym doors. Please just give your name to the staff supervising and take your lunch bag.

In order to keep everyone safe, we ask that you follow the CDC guidelines and remain 6 feet apart from other people. The tables the "to-go bags" are placed upon will be sanitized and employees will be wearing gloves the entire time.

We know some of you have different schedules right now and may have special circumstances. Please just reach out to your building principal for any special needs.

Additional Important Information

- Administrators are scheduled to be in the schools daily from 8:00 a.m.-12:00 p.m. until further notice. Only urgent requests for face to face meetings will be accommodated due to the risk of person to person contact and the spread of COVID 19. Please use phone and email as your primary means of communication during this medical crisis.
- All co-curricular programs, including athletics and field trips, are canceled or postponed.
- The Board of Education office will be open from 8:00 a.m.-2:00 p.m., however all appointments will be limited to urgent matters until we move past this crisis.
- Registration of new students for the 2020-2021 school year is suspended until further notice.

Roles and Responsibilities for All Employees During Remote School Day

The following essential staff is working on site:

- Superintendent of Schools – to oversee and manage the operation of the District and to coordinate with borough, county and state officials.
- Business Administrator – to ensure that all business operations of the District are completed.

- Central Office Staff – to work with the superintendent and the business administrator to ensure the smooth operation of the District.
- Building Administrators – to ensure and manage the operation of Distance Learning.
- Custodial and Maintenance Staff - working in their assigned buildings to sanitize buildings.

The following staff are working from home, but come in on a needed basis.

- IT Department
- School Secretaries
- Transportation Department

The following staff are working from home.

- Teachers, Speech Therapists, Child Study Team, Behaviorist, Counselors, Nurses, Paraprofessionals, Clerical Assistants, Lunch Aides