



Fairview
Public School District

“Raising Expectations For Each And Every Student”

Pandemic Flu

COVID-19

School Closure Plan



Fairview School District

130 Hamilton Avenue

Fairview, NJ 07022

Revised May 28, 2020

Dr. David Sleppin
Superintendent of Schools

We, in the Fairview School District, are committed to fostering and instilling a culture that personalizes learning, prepares students for high school, life, and supports confident, responsible citizenship. In keeping with Fairview's commitment to providing our students with an exceptional education, this online learning contingency plan has been developed to provide continuity in learning and instruction in the event of an extended school closure.

The adaptation of traditional lesson plans and materials for online learning purposes does require time, effort, and careful consideration. Additionally, the need for increased flexibility must be taken into account given the circumstances that would lead to such a closure (natural disaster, contagious illness, etc.).

The plan that follows incorporates best practices as suggested by research, and draws largely from our own past experiences with online learning, as well as the experiences of other school districts that have transitioned to online learning due to emergency closures including schools around the world that have been impacted by the most recent flu.

It is important to note that, in the case of a public health situation, we will be working with the Bergen County and Local Health Departments to determine the appropriate course of action. Below are some proactive and reactive social distancing measures that may be implemented:

1. Limiting field trips and other events outside of the Fairview area
2. Keeping students home
3. Keeping students and teachers home
4. Keeping all students and staff home district-wide
5. Closing district schools
6. District will distribute free/reduced breakfast/lunch meals daily Monday-Friday to eligible students

Fairview Schools District Snapshot

Pre-K through 8th Grade Elementary District

- Total enrollment 1,538 students
 - 999 receive free lunch
 - 126 receive reduced lunch
 - 66 homeless students
 - 227 Students with Disabilities
 - 72 State Funded Preschool
 - 318 ELL
- Essential Personnel
 - Dr. David Sleppin- Superintendent
 - Chief advisor to the board of education, the executive officer of the school district, and the educational leader of the community
 - Mr. John Bussanich- School Business Administrator
 - Supervises and administers all business services, such as finance, risk management, purchasing, transportation, information management
 - food services
 - Mr. John Bussanich- Director of Food Services
 - Oversees food service operations
 - Supervises “Grab and Go” serving of breakfast/lunch to eligible students
 - 4 food service workers
 - Mr. Matthew Capilli-Supervisor of Personnel and Staff Development
 - Supervises personnel and staff professional development
 - Mrs. Maryann Bennetti- Supervisor of Special Services
 - Supervises child study team members and special education programs
 - Mrs. Rita Juliano- Assistant Board Secretary
 - Assists in preparing the annual and ensuring that all district fiscal, insurance, custodial-maintenance, food, and transportation services

comply with the policies of the Board and the regulations of the district

- Mr. Jhon Gomez- Head Custodian
 - Oversees the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment
 - 9 custodial workers

- Mr. James Marini- Technology Coordinator
 - Assisting staff and students to implement online instruction and maintain district technology equipment and internet connection

- Mr. Stephen Russo- Head of Security
 - Coordinates building safety, and works with district administrators to establish appropriate regulations and procedures to maintain safe facilities.

*A full staff directory can be found here: WWW.fairviewps.org

Expectations for Teachers

All teachers will:

- Clearly explain their expectations of students while engaged in online learning at the onset of the transition.

- Use Google Classroom for instruction, assignments and disseminating information to students.

- Be flexible in their assignments that they develop and assign:
 - Teachers are **encouraged** to make any synchronous (i.e. learning tasks that are completed “live” or in real-time) small group instruction, as it is easier to manage and schedule. Also it enables teachers to more easily check for understanding and differentiate instruction.
 - Teachers will be available from 1:15PM-3:15 PM Monday-Friday for “office hours” to answer student questions or speak with parents. Also, from 1:15-3:15 each day, teachers will work with

their struggling learners together for extra instruction in a Google Hangout environment.

- Example 1: If a teacher facilitates a live discussion using video chat through Google Hangout, that discussion should be recorded so that other students can watch it at a later date.
 - Example 2: If the class participates in a live chat-style discussion, a transcript of that chat should be available for other students to read and review at a later date.
- Recalibrate expectations for timing, pacing, and rigor in the online environment
 - Teachers are strongly encouraged to post students' assignments and deadlines for the week, rather than posting new work every single day.
 - This will provide students *and* teachers the opportunity to manage their time appropriately and will help to keep students from feeling overwhelmed with a new daily workload.
 - Instead of assigning 42-minutes worth of daily "work," teachers are encouraged to consider the time it will take students to read and understand instructions, to ask clarifying questions, to download and upload required materials, and so on.
 - Embrace simplicity in online learning tasks and lesson plans; in an online learning environment, less is often *more*.
 - Teachers are strongly encouraged to simplify lesson plans. (What is the focused learning outcome? How will you know students learned it?)
 - Teachers are strongly encouraged to limit the online tools and platforms to those that are already commonly used in class.
 - Teachers are strongly encouraged to optimize high-quality resources that are already at their disposal.
 - Teachers can find high-quality content on Google Classroom, IXL, Clever, RAZ kids, Pearson online learning, ZOOM, YouTube, Khan Academy, and other educational APPS and digital video libraries
 - Teachers are strongly encouraged to collaborate with colleagues, to co-plan, to co-design lessons, and to pool resources.
 - Child Study Team Case Managers:
 - Fairview's school psychologists and social workers have coordinated custom remote/virtual "home-instruction" schedules for their students. Case managers will also be available via email for teachers, aides, inclusion teachers and special education students to contact them as needed.

- Delivery of Instruction
 - Length of Remote Instructions Day Plan
 - The remote learning plan is designed to maximize student growth and learning through the use of Zoom, Google Classroom, Google Hangouts and Class Dojo:
 - Teachers in grades **PK-8** meet with students daily online from 8:15 AM-12:15 PM and are available from 1:15 PM-3:15 PM to assist students and parents as needed.
 - Using the online learning platforms/models of Zoom, Google Classroom, Google Hangouts and Class Dojo students are given class assignments and independent work daily.

- Measure of Student Learning:
 - Teachers are using benchmark assessments, formal and informal classwork assignments, tests, diagnostic assessments, and quizzes to measure student learning.

- Remote Learning Plans:
 - Pk-K- Students will participate in remote learning of phonics awareness, reading awareness, counting sequence, number names, working with place values, identify and describe shapes/colors, story time, number fluency, and vocabulary. Students will participate in remote learning of art, music, library, physical education/health, world language and computer literacy as part of the weekly remote learning plan.
 - 1-5- Students will participate in remote learning of all core subjects as per grade level standards. (NJSLs). Students will participate in remote learning of art, music, library, physical education/health , world language and computer literacy as part of the weekly remote learning plan.
 - 6-8- Students will participate in remote learning of all core subjects as per grade level standards. (NJSLs). Students will participate in remote learning of art, music, library, physical education/health, world language, computer literacy as part of the weekly remote learning plan.

- Remote/virtual instruction is delivered to all Pre-K students including, ELL, students with disabilities, immigrant, at risk students and economically disadvantaged students through Class Dojo. Parents are able to contact the teachers Monday-Friday from 1:15PM-3:15PM. Teachers and related service providers follow the accommodations and modifications set forth in each student's IEP.

- Remote/virtual instruction is delivered to Kindergarten students including, ELL, students with disabilities, immigrant, at risk students and economically disadvantaged students through Class Dojo from 8:15 AM-12:15 PM Monday-Friday. Parents are able to contact the teachers Monday-Friday from 1:15PM-3:15PM. Also, from 1:15 PM-3:15 PM each day, teachers will work with their struggling learners in a Google Hangouts environment for extra instruction. Teachers maximize their instructional minutes through proper planning and preparation, giving clear and concise instructions, along with ensuring quick transitions from one topic to the next. Teachers and related service providers follow the accommodations and modifications set forth in each student's IEP. Supplemental services such as ESL and Title I are scheduled in smaller group settings. These services are offered each day as it coincides with the student's schedule. ESL/Bilingual teachers work directly with the students and/or their parent/guardian to ensure the student is receiving the required services.
- Remote/virtual instruction is delivered to all students, including, ELL, students with disabilities, immigrant, at risk students and economically disadvantaged students primarily through Google Classroom, Google Hang Outs, Zoom and the various learning websites that the district has used prior to the closure (IXL, Newsela, Pearson online, Imagine Learning, Reading A to Z, etc). Teachers in grades 1-4 are teaching and posting assignments using Google Classroom and working with their students through Google Meet. Teachers are available to work one on one with students and speak with parents Monday through Friday from 1:15PM-3:15PM. Teachers in grades 5-8 are teaching utilizing Zoom Monday, Wednesday, and Friday. On Tuesday and Thursday they are posting their assignments on Google Classroom and working with their students through Google Meet. Teachers are available to work one on one with students and speak with parents Monday through Friday from 1:15PM-3:15PM.
- The district purchased an additional 500 chromebooks in April 2020 to ensure that all of our students have access to appropriate technology for use with remote/virtual learning platforms. All students currently have access to remote/virtual learning through Zoom, Google classroom and Class Dojo. We have also contacted Spectrum Internet and they have been providing parents with *Spectrum Internet Assist* which allows families to have WiFi service in their home for free. We are continuing to provide chromebooks for any student in need. Any student having difficulty with their chromebook can call the district central office at 201-943-0564 between the hours of 9:00 AM-12:00 PM or make an appointment to drop off their device for assistance at 130 Hamilton Avenue and have the technology coordinator assist with any issues.

- Attendance
 - Students are required to check in each morning with their teachers when they log onto Google Classroom or Zoom. Teachers keep daily attendance records. Repeated absences from class deprive students of the educational and classroom experience deemed essential to learning and may result in retention at grade level. Each time a student is absent from class, the teacher will call the family to ascertain their whereabouts.
 - Parents/legal guardians are regularly informed during the school year of the student's progress toward meeting promotional standards. If a teacher believes a student may not meet promotional standards they will notify the parent/legal guardian and the student and offer immediate consultation. Every effort will be made to remediate a student's deficiencies before retention is recommended.

- Students with Disabilities
 - Remote/virtual instruction is delivered to students with disabilities primarily through Google Classroom, Google Hang Outs, Zoom, Class Dojo and the various learning websites that the district has used prior to the closure (IXL, Newsela, Pearson online, Imagine Learning, Reading A to Z, etc). In addition to scheduled class time, teachers are available to students outside of class hours to individually help those that are struggling or in need of assistance. Students continue to have online access to textbooks.

 - Teachers and related service providers follow the accommodations and modifications set forth in each student's IEP. All teachers and providers document both the provision of services and communication with parents and case managers. Weekly child study team meetings are held as well as weekly faculty meetings and student participation is discussed. Communication between administration, teachers, service providers and case managers allows for follow up regarding student participation. For those students who are not participating, the teacher and/or case manager calls and/or emails the parent to follow up and see if there are issues that we need to be aware of. Parents are reminded of the importance of participation and attendance.

 - Case managers are in continuous contact with the parents via phone, email and virtual meetings online (Zoom, Google Hang Outs). Case managers continue to communicate with families regarding student participation in classes and follow up with administration to resolve

obstacles the students may be facing. Bilingual case managers are joining other case managers in meetings to translate where needed.

- The district CST addresses the needs of all students with disabilities through the IEP implementation process, including the tracking of services, student progress and all necessary accommodations and modifications. Currently, social histories and teacher reports are the only evaluations that are being conducted virtually. All IEP meetings are conducted online or via phone conference depending on the parents' ability to meet virtually. There are students who require in person evaluations which are on hold at this time. However, communication is continual with parents and teachers. Annual review meetings are continuing as planned and communication with the high school continues virtually in order to provide a smooth transition for our students.
- English Language Learners
 - All ESL/Bilingual students continue to receive virtual/remote instruction as per the district ESL/Bilingual program. Our Bilingual and ESL teachers are working closely with their students and in many cases the mainstream teacher as well. All work is translated and modified as needed. Teachers have been utilizing the translation capabilities of Google to translate internet searches and online work as well.
 - Parental communication is accomplished through email, phone calls from the ESL/Bilingual teachers and robo-calls using our student information system software in the family's native language.
 - The district's plan addresses alternate methods of instruction, differentiation, access to technology and strategies to trouble shoot ELL access challenges. The district hands out and emails directions to parents about how to log on and operate chromebooks in their native language, gives out forms for parents to receive free internet/wifi from the local cable company. Teachers differentiate at least four classroom elements based on ELL student readiness, interest, or learning profile:
 - **Content** – what the student needs to learn or how the student will get access to the information;
 - **Process** – activities in which the student engages in order to make sense of or master the content;
 - **Products** – culminating projects that ask the student to rehearse, apply, and extend what he or she has learned in a unit; and
 - **Learning environment** – the way the classroom works and feels.
- Safe Delivery of Meals

- The Fairview School District continues to administer a contactless pickup of pre-packaged, ready to eat breakfast and lunch meals each day Monday-Friday from 10:00 AM-12:00 PM at the Lincoln Annex School, 130 Hamilton Avenue, Fairview.
- Facilities
 - Our custodial staff is continuing to disinfect all surfaces and areas that our employees utilize. All classrooms were given a thorough cleaning and were disinfected in March 2020 after the school buildings were closed. Those rooms have been locked and closed and nobody is allowed to enter the buildings.
- Summer Programming
 - Fairview will be offering a Title I Virtual Enrichment Summer School Program for students this year from July 1 through July 31, 2020 from 9:00AM to 12:00PM Monday through Friday. We will be offering a PSD class along with ESL enrichment, reading enrichment, mathematics enrichment, and literature enrichment. We have partnered with Cliffside Park School District for a virtual credit recovery summer school program for students in grades 3-8.
 - **The district will offer a virtual ESY program from July 1-24, 2020 for eligible students. The program will run from 9:00AM to 12:00PM Monday through Friday. Our ESY program will be offered to our PSD students which will extend their education for the year while also providing them with their related services. Our focus is on their social skills, communication, and prevention of learning loss during the summer.**
 - Upon re-entry to school, students will be given support during the transition from remote learning to in person instruction. This will be done by providing students with counseling services and programs to help with the transition from the district guidance counselor and CST members. Students will take benchmark and teacher created assessments when they return to gauge the possible loss of learning that may have occurred. Based on the results of those assessments, and further teacher observations, teachers will differentiate their instructional methods based on the individual needs of students and classes.

Preparation

- Distribute a healthy habits list including “Cover the Cough” for all classrooms
- Develop and implement universal hand washing procedures

- Order supplies such as gloves, anti-bacterial hand soap & dispensers, etc.
- Distribute to parents and staff information regarding “COVID-19” recommended safety/health measures and preparedness checklist
- Teachers develop a standardized grade specific template for web based instructional units

The next steps are identified as **Stage responses**.

Stage One - This stage would be initiated if/when the COVID-19 virus cases are found in NJ and or Bergen County.

- Custodians change cleaning duties to emphasize classroom disinfecting and school sanitizing measures
- Teachers begin working in grade level teams to develop web based instructional assignments
- Computer technology staff begin preparing teacher chrome books for web based instruction as needed.

Stage Two – This stage would be initiated when a case appears in Bergen County or in or near the Fairview School District

- Begin “Social Distancing”
- Cancel all assemblies/Field Trips
- Institute one-session days
- Close after care/ childcare
- Teachers remain after students leave and develop/enhance web based lesson plans
- Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
- Continue to check in with the Maintenance Department:

- Inventory and order adequate supplies
- Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
- Health office/School Nurses:
 - Inventory and order adequate supplies: masks, gloves, etc...
 - Continue to track student symptoms district wide via attached chart
- Maintain continuity of operations for essential central office functions including payroll and ongoing communication with students and parents.
 - Payroll office: Prepare for online remote access
 - Administrators and staff: School website and app updates; social media

Stage Three – This stage would be initiated when either the NJ Department of Health, Governor’s Office, NJ Department of Education, County and/or Local Health Department instructs the schools to close or a seminal event occurs involving a student, staff member or a relative of close proximal distance.

- Schools are closed
- Schools are thoroughly cleaned, sanitized and disinfected during closure
- Teachers /Administrators work remotely using distance learning , developing/correcting web based lessons
- Superintendent of Schools keeps lines of communication open with Board of Education, County and State Officials, NJ Department of Education, faculty/staff, parents/students
- District distributes free/reduced breakfast/lunch meals daily Monday-Friday to eligible students

Recovery Stage – This stage begins when schools are re-opened

- Continue web based lessons as needed

- Schools reopen on a one-session day/ early dismissal schedule as needed
- Administration looks at restructuring the instructional year to recover lost instructional time

This initial plan will be reviewed and modified as new information and guidelines become available. There are more unanswered questions than there are answered questions. Agencies and circumstances beyond the Fairview District's control will determine many of the Fairview District's responses.



Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT 1 Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT 2 The risk of getting COVID-19 in the U.S. is currently low.

Some people who live in or have recently traveled to places where many people have gotten sick with COVID-19 may be monitored by health officials to protect their health and the health of other people in the community.

FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4 You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

FACT 5 There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



CS 315446-A 03/04/2020

For more information: www.cdc.gov/COVID19

New Jersey Department of Health
Communicable Disease Service

STUDENT SYMPTOMS LINE LISTING
E -

School Name					Reported By					Telephone					Report Date										
Total Number of Students in School					Number of Students Ill Today					Total Number of Staff					Number of Staff Ill Today										
Initials	Age	Gender	Grade	Room	Diarrhea	Bloody Stool	Abdominal Pain	Nausea	Vomiting	Temp	Headache	Sore Throat	Cough	Fatigue	Chills	Rash	Other, Specify	Other, Specify	Onset Date	Duration of Symptoms	Seen by MD	Hospitalized	Specimen Collected	Diagnosis or Test Results	
<i>Example: JD</i>	7	female	1	223	yes	unk	yes	yes	no	102.5	unk	unk	unk	unk	unk	unk	dizziness		9/1/12	4 days	yes	yes	yes		
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FAIRVIEW PUBLIC SCHOOLS

Dr. David Sleppin
Superintendent of Schools
130 Hamilton Avenue
Fairview, NJ 07022

Telephone: 201 / 943 - 1699
Fax: 201 / 840 - 7754
dsleppin@fairviewps.org

March 13, 2020

Dear Parent/Guardian,

I hope this letter finds you well. The Fairview School district is required to close all schools due to the COVID-19 virus. The district will continue to serve free and/or reduced breakfast and lunch meals during the closure.

The district has developed a meal distribution plan to ensure that meals are available to all families with children enrolled in the Fairview School District that are eligible for free and/or reduced breakfast or lunch meals.

The district will provide a meal distribution site at the Lincoln School Annex, located at 130 Hamilton Avenue in Fairview. The breakfast and lunch meals will be distributed Monday-Friday each week during the school closure. The meals will be pre-packaged and set up for distribution in front of the school. Parents will be able to sign in and pick up the breakfast and lunch meals "To Go" from 10:00AM until 11:00AM each day.

Should you have any questions or concerns, you may contact the district office.

Sincerely,
Dr. David Sleppin
Superintendent of Schools

FAIRVIEW PUBLIC SCHOOLS

Dr. David Sleppin
Superintendent of Schools
130 Hamilton Avenue
Fairview, NJ 07022

Telephone: 201 / 943 - 1699
Fax: 201 / 840 - 7754
dsleppin@fairviewps.org

March 13, 2020

Estimado Padre / Tutor,

Espero que esta carta te encuentre bien. Se requiere que el distrito escolar de Fairview cierre todas las escuelas debido al virus COVID-19. El distrito continuará sirviendo desayunos y almuerzos gratis y / o reducidos durante el cierre.

El distrito ha desarrollado un plan de distribución de comidas para garantizar que las comidas estén disponibles para todas las familias con niños inscritos en el Distrito Escolar de Fairview que sean elegibles para comidas gratis y / o reducidas para desayuno o almuerzo.

El distrito proporcionará un sitio de distribución de comidas en el Anexo de la Escuela Lincoln, ubicado en 130 Hamilton Avenue en Fairview. El desayuno y el almuerzo se distribuirán de lunes a viernes cada semana durante el cierre de la escuela. Las comidas se preenvasarán y se prepararán para su distribución frente a la escuela. Los padres podrán registrarse y recoger los desayunos y almuerzos "To Go" de 10:00 a.m. a 11:00 a.m. cada día.

Si tiene alguna pregunta o inquietud, puede comunicarse con la oficina del distrito.

Sinceramente,

Dr. David Sleppin
Superintendente de Escuelas

Emergency Contact List

2019-2020

Borough of Fairview

- Fairview Police and Fire Departments201.943.2100
or 911
- Fairview Public Schools
 - Office of the Superintendent201.943.1699
 - Office of the Board Secretary201.943.0201
 - Lincoln School201.943.0561
 - Lincoln Annex201.943.0564
 - Number Three School201.943.0563
 - Number Three Annex201.313.0249
 -201.313.0269
- Academy of Our Lady of Grace School201.945.8300

Police Resource List

- Bergen County Police Department201.646.2700
- Bergen County Sheriff201.646.2222
- New Jersey State Police973.338.8260