



Fairview  
Public School District

*“Raising Expectations For Each And Every Student”*

# COVID-19

# Emergency Remote Instruction Plan



Fairview School District

130 Hamilton Avenue

Fairview, NJ 07022

Board Approved: September 28, 2021

**\*\*Please Note\*\*** The district Emergency Remote Instruction Plan is an ongoing process and subject to change as directed by the New Jersey Department of Education or as dictated by changing circumstances of the COVID-19 pandemic.

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 Fairview District has **closed the gap in the digital divide for all students in the district and all students have access to sufficient devices at this time. The district now has 1 Chromebook for every student in the district. The district has upgraded the internet infrastructure in all school buildings and has upgraded the Wifi in all school buildings as well.** There is no problem with network access for students in the district. 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 determined, 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 COVID-19 virus.

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 who test positive home to learn remotely when necessary
3. Keeping all students and staff home district-wide learning remotely if necessary
4. District will distribute free/reduced breakfast/lunch meals daily Monday-Friday to all eligible students

**\*Policy 1648.13 School Employee Vaccination Requirements- was adopted by the Board of Education on September 28, 2021**

**\* The district has established a Pandemic Response Team in each school to oversee each school's implementation of the district's emergency remote instruction plan.**

## **Fairview Schools District Snapshot**

Pre-K through 8<sup>th</sup> Grade Elementary District

- Total enrollment 1,526 students
  - 890 receive free lunch
  - 126 receive reduced lunch
  - 46 homeless students
  - 214 Students with Disabilities
  - 60 State Funded Preschool
  - 302 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
    - 8 food service workers
  - Mr. Matthew- Capilli-Supervisor of Personnel and Staff Development
    - Supervises personnel and staff professional development
  - Mrs. Maryann Bennett- Supervisor of Special Services

- Supervises child study team members and special education programs
- Mrs. Rita Juliano- 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
- 3
- 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](http://WWW.fairviewps.org)

## Expectations for Teachers When Utilizing The Emergency Remote Instruction Plan

- Delivery of Instruction
  - Length of Remote Instructions Day Plan
    - The emergency remote learning plan is designed to maximize student growth and learning through the use of Google Classroom, ZOOM, Google Hangouts and Class Dojo:
    - **Teachers in grades PK-8 meet with students daily online from 8:30 AM-12:30 PM(4 hours) and will continue with instruction from 1:15 PM-3:15 PM (2 hours) in the afternoon, after lunch and assist students and parents as needed.**
  - Using the online learning platforms/models of Google Classroom, ZOOM, Google Hangouts and Class Dojo students will participate in “live” synchronous instruction and will be given class assignments and independent work daily.

All teachers will:

- Clearly explain their expectations of students while engaged in online learning at the onset of the transition to the emergency remote instruction plan
- Use Google Classroom for instruction grades K-8 and class DOJO for Pre-K, assignments and disseminating information to students.
- Be flexible in their assignments that they develop and assign:
  - Teachers will instruct using synchronous lessons (i.e. learning tasks that are completed “live” or in real-time) This enables teachers to more easily check for understanding and differentiate instruction.
    - Teachers will be available from 8:30 PM-12:30 PM (4 hours) and 1:15PM-3:15PM (2 hours) each day to provide instruction on line.
    - 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,” each period 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, 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.
  - Guidance Counselor will host student virtual activities and counseling sessions as needed. The guidance counselor 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 Google Classroom, ZOOM, Google Hangouts and Class Dojo:
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  - Using the online learning platforms/models of Google Classroom, ZOOM, Google Hangouts and Class Dojo students will participate in "live" synchronous instruction and are given class assignments and independent work daily.
- Measure of Student Learning:
  - Teachers are using benchmark assessments with LINKIT, 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. K students will participate in remote learning of all core subjects per grade level standards (NJSLS)

- Grade 1-5- Students will participate in remote learning of all core subjects as per grade level standards. (NJSLS). Students will also participate in remote learning of art, music, library, physical education/health, world language and computer literacy as part of the weekly remote learning plan.
  - Grade 6-8- Students will participate in remote learning of all core subjects as per grade level standards. (NJSLS). Students will also 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 daily, Monday-Friday from 8:30 AM-12:30 PM and will continue instruction daily, 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 Google Classroom from 8:30 AM-12:30 PM (4 hours) Monday-Friday and from 1:15PM-3:15PM (2 hours).
  - Each day, teachers will work with their struggling learners in a Google Hangouts environment for extra instruction. Teachers will 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/Bilingual and basic skills 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 any 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 meet with parents as needed virtually. Teachers in grades 5-8 are teaching utilizing Google Classroom and Google Meet Monday-Friday. Teachers are also available to work one on one with students and speak with parents Monday-Friday.

- The district purchased an additional 450 chromebooks in August 2021 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 will be able to provide parents with *Spectrum Internet Assist* which allows families to have WiFi service in their home for free for a limited time. 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 and/or make an appointment to drop off their device for assistance or repair 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 will 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 will administer a contactless “Grab and Go” pickup of pre-packaged, ready to eat breakfast and lunch meals each day Monday-Friday from 11:00 AM-1:00 PM in front of each school in the district. Parents/students can pick up breakfast meals for the next morning and lunch meals for the current day.
- 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 offer a Title I Virtual Enrichment Summer School Program for students in grades K-8 if it is necessary to use the COVID-19 Emergency Remote Instruction Plan during the summer of 2022 from 9:00AM to 12:00PM Monday through Friday. We would also offer a PSD class along with ESL enrichment, reading enrichment, mathematics enrichment, and literature enrichment.
  - **The district would offer a virtual ESY program during the summer of 2022 if needed due to an emergency closure. The program would 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 for emergency remote instruction plan

- Distribute a healthy habits list including “Cover the Cough” for all classrooms
- Implement currently used universal hand washing procedures
- Maintain 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 would develop a standardized grade specific template for web based instructional units

The next steps are identified as **responses** if the COVID-19 Emergency Remote Instruction Plan is needed.

#### 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

This response 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:

- Schools are closed
- Schools are thoroughly cleaned, sanitized and disinfected during closure
- Teachers /Administrators work remotely using distance learning, remote instruction procedures while 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 all eligible students

**Recovery response when needed** – This response would begin when schools are re-opened by executive order of the governor of New Jersey:

- Schools reopen on a modified or one-session day/ early dismissal schedule as needed
- Teachers, staff, students and parents are notified about schools reopening and the reopening schedule/plan
- Administration looks at restructuring the instructional year to recover lost instructional time



# 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.



CS 315446-A 03/04/2020

## 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.

For more information: [www.cdc.gov/COVID19](http://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	Onset Date	Duration of Symptoms	Seen by MD	Hospitalized	Specimen Collected	Diagnosis or Test Results
<b>Example: JD</b>	7	female	1	223	yes	unk	yes	yes	no	102.5	unk	unk	unk	unk	unk	dizziness		9/1/12	4 days	yes	yes	yes	
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# **Emergency Contact List**

**2021-2022**

## Borough of Fairview

- Fairview Police and Fire Departments ..... 201.943.2100
  - or 911
- Fairview Public Schools
  - Office of the Superintendent ..... 201.943.1699
  - Office of the Board Secretary ..... 201.943.0201
  - Lincoln School ..... 201.943.0561
  - Lincoln Annex ..... 201.943.0564
  - Number Three School ..... 201.943.0563
  - Number Three Annex ..... 201.313.0249
  - ..... 201.313.0269
- Academy of Our Lady of Grace School ..... 201.945.8300

## Police Resource List

- Bergen County Police Department ..... 201.646.2700
- Bergen County Sheriff ..... 201.646.2222
- New Jersey State Police ..... 973.338.8260