

**BERGENFIELD PUBLIC
SCHOOLS**



DISTANCE LEARNING

ESSENTIAL STAFF AND ROLES DURING SCHOOL CLOSURE

Goals

- Maintain essential school services and functions required
- Maintain continuity of learning for all students.
- Mitigate and minimize disruption for students and staff and families
- Mitigate and minimize economic losses for staff.
- Coordinate efforts with local partners(health, OEM, police, Borough officials and administration).

Authority

- School district operating under the guidance and direction of Board of Education (5)

Central Office Administration

Superintendent (1)

- Development and implementation of Pandemic Plan. Coordinate with external partners and disseminate public information (Media ,Parents, Staff Students) . Serve as liaison with local Board of Health
- Responsible for the core operations necessary to initiate the school district's management of the pandemic and infection control plan. Coordinate surveillance activity with the local health department. Implement infection control practices to prevent spread of disease.

Asst. Superintendent (curriculum) (1)

- Develop and maintain district plans. Update plan during outbreak as guidance changes and as situation requires. Coordinate training and exercise of staff on plan. Prepare alternative plans for providing distance learning instruction during periods of increased severity. Prepare staffing and curriculum options based on conditions. Plan for any special needs of all students throughout the district.

Business Administrator (1) & Office Staff (3).

Director of Buildings & Grounds (1)- Maintenance Workers (2)

Head Custodians (7)

- Continuity of Operations- Manage delivery of services to support operations and goals during an outbreak. Includes services necessary to maintain school facilities, Inspection of buildings & repair, building disinfection and cleaning, food services, transportation and communication. School Finances, Accounts payable & received. Payroll and vouchers.
- Maintain an inventory of supplies for disinfection procedures, hand sanitizers, tissues and soap.

Personnel (2)

- Management of personnel and human resources related issues and school policies.

Technology (2)

- District Network Engineer and Assistant to support distance learning initiatives and troubleshoot and mitigate any issues that surface and disrupt academic learning.

Aramark Food Services- (Director (1) & Staff (5))

- Implementation of services to maintain and achieve adequate distribution of district free and reduced prices meal program consistent with USDA guidelines and recommendations

Security District Emergency Management Specialist (1) Security Officers (5) and Class 3 SLEOs (1)

- Support of food services program (Crowd Control) and monitoring of any potential physical building threats or general security issues.

Bergenfield Public School District
Distance Learning Plan

	Pre-K - K	1 -2	3-5	6-8	9-12
ELA	Packets	Study Island Razkids Reading logs Google Classroom	Study Island RAZ kids Reading logs Google Classroom	Google Classroom Springboard Online Newsela Flocabulary	Google Classroom Springboard Online Newsela Flocabulary AP Classroom
Math	Packets	Math in a Flash Study Island Khan Academy Google Classroom	Study Island Everyday Math program access Math in a Flash Accelerated Math Khan Academy Google Classroom	Google Classroom IXL Khan Academy Accelerated Math	Google Classroom My Math Lab Khan Academy AP Classroom
Science	Packets	Packets BrainPop Jr.	Google Classroom Pearson Realize BrainPop Jr.	Google Classroom HMH Science Dimensions (Ed Your Friend in Learning) Physics: Packets	Google Classroom Homework Now AP Classroom
Social Studies	Packets	BrainPopJr	Studies Weekly BrainPop Jr.	Google Classroom DBQ TCI	-Google Classroom -DBQ -AP Classroom
Health/PE	Packets BrainPop Jr. Jack Harmon Videos	BrainPop Jr. Jack Harmon Videos	BrainPop Jr. Track Physical Activity	Google Classroom Track Physical Activity BrainPop	-Google Classroom -Track Physical Activity
World Language	Packets	Middlebury	Middlebury	Google Classroom Google Expedition	Google Classroom Google Expedition AP Classroom

Art	Packets	Color/Draw	Color/Draw Research/ Critique	Homework Now	Homework Now AP Classroom
Music	Online songs for sing-along Iconic rhythm reading activities Listening activities	Online songs for sing-along Iconic and traditional rhythm reading activities Listening activities	Interactive instrumental practice Online Songs Video critique/reflection Note reading activities and games Ukulele packet	Google Classroom Practice and submit audio/video musictheory.net Music theory/history worksheets Video critique/reflection MusicFirst Classroom	Google Classroom Practice and submit audio/video AP Classroom Musictheory.net Video critique/reflection
Business/ Technology				Code.org Google Classroom	Albert Google Classroom Code.org
ELL	Packets	Raz Kids BrainPop Jr. Study Island	English in a Flash Raz Kids BrainPop Jr. Study Island	Finish Line English in a Flash HomeworkNow	Finish Line English in a Flash HomeworkNow

**Alternative School: Review APEX lessons; provide packets

Distance Learning Plan

Special Education Programs

	Pre-K	K-3	4-5	6-12
ELA	Work Packet Starfall BrainPOP Jr.	Work Packet Starfall BrainPOP Jr. Raz-Kids	Work Packet BrainPOP Raz-Kids	Work Packet BrainPOP Newsela Flocabulary
Math	Work Packet Starfall BrainPOP Jr.	Work Packet Starfall BrainPOP Jr. Accelerated Math	Work Packet BrainPOP Accelerated Math	Work Packet BrainPOP IXL Flocabulary Accelerated Math
Science	BrainPOP Jr.	Work Packet BrainPOP Jr. Pearson Realize	Work Packet BrainPOP Pearson Realize	Work Packet BrainPOP Flocabulary HMH Science
Social Studies	BrainPOP Jr.	Work Packet BrainPOP Jr.	Work Packet BrainPOP	Work Packet BrainPOP
Health/Social Emotional Learning	BrainPOP Jr.	BrainPOP Jr.	BrainPOP	BrainPOP Flocabulary
Spanish	****	Middlebury	Middlebury	Packets
Art/Music	Starfall	Starfall BrainPOP Jr.	BrainPop	BrainPop
Technology	BrainPop Jr	BrainPop Jr.	BrainPop	BrainPop

The materials provided in student work packets will vary based on age, classification and individual student needs. For example, BD and MD student packets may include content-specific review worksheets, while ASD student packets may include ABA curriculum program sheets. No activities included in work packets will introduce new material.

All activities provided in student work packets will be designed in accordance with the modifications/accommodations outlined in each student's IEP.

Academic Work Packets

The content of these packets will vary based on age, classification and individual student needs. Below is some guidance on what the contents of these packets should include based on student classification.

Preschool Disabilities

Academic work packets for these students should include review work for the following subject areas: English Language Arts and Math. Some examples of this include the parent extension communication resources available from Creative Curriculum or student journal activities.

Example of ELA Journal Activity: Student asked to draw a picture of a part of a story or cut out three pictures of something that begins with the letter Aa.

Example of Math Journal Activity: Student is given a number and asked to draw pictures or put stickers on a page which represent that number.

Autism

Academic work packets for these students should include ABA curriculum program templates for the individual ABA programs currently in maintenance. The header of each template should be filled in for each student and individual notes and instructions should be provided in the Student Specific Instructions/Modifications section. This section should also include a list of common household materials that can be utilized for instruction. At this time, no manipulatives/physical supplies should be sent home. A list of activities completed in the various teaching centers (i.e, fine motor, social/play, and self-help) that could be practiced at home should also be provided.

Behavior Disabilities (BD) and Multiple Disabilities (MD)

Academic work packets for these students should include review work for the following subject areas: English Language Arts, Math, Science and Social Studies. All worksheets included in the packets should only cover material that has already been taught in class. No activities included in these work packets should introduce new material.

***Some student packets may include a combination of those described above. For example, a packet for a student that receives instruction via both textbooks and discrete trials would include both academic worksheets and ABA curriculum program templates.*

Distance Learning Plan

Related Services

	Pre-K	K-3	4-5	6-12
Physical Therapy	List of PT activities to perform at home Yoga Video https://www.youtube.com/watch?v=aJzj_b7G7i8	List of PT activities to perform at home Yoga Video https://www.youtube.com/watch?v=aJzj_b7G7i8	List of PT activities to perform at home Yoga Video https://www.youtube.com/watch?v=aJzj_b7G7i8	List of PT activities to perform at home Yoga Video https://www.youtube.com/watch?v=aJzj_b7G7i8
Occupational Therapy	Work Packet VIDEO https://www.youtube.com/watch?v=jnswP_ST38M	Work Packet VIDEO https://www.youtube.com/watch?v=jnswP_ST38M	Work Packet VIDEO https://www.youtube.com/watch?v=jnswP_ST38M	Work Packet VIDEO https://www.youtube.com/watch?v=jnswP_ST38M
Speech Therapy	Work Packet	Work Packet	Work Packet	Work Packet
Behavioral/ Counseling	Protocol to be established	Protocol to be established	Protocol to be established	Protocol to be established

Related Services Work Packets

Speech Therapy

Speech therapy work packets should include speech therapy program worksheets and/or activity lists for the student to perform at home. Examples can include oral motor activities, articulation activities, and/or worksheets that provide any suitable speech activities to practice in the home. *No new activities should be introduced during the distance learning time period.*

Occupational Therapy

Occupational therapy work packets should include occupational program worksheets and/or activity lists for the student to perform at home. Examples can include fine motor activities, sensorimotor activities, and/or worksheets that provide any suitable OT activities to practice in the home. No new activities should be introduced during the distance learning time period.

Physical Therapy

Physical therapy work packets should include physical therapy program worksheets and/or activity lists for the student to perform at home. Examples can include balance activities, gross motor activities, and/or worksheets that provide any suitable physical therapy activities to practice in the home. No new activities should be introduced during the distance learning time period.

Counseling

Counseling sessions are provided by telephone through check-ins in adherence to timelines outlined in student IEPs. Case managers and parents have been provided with resources to address crisis situations and immediate concerns.

Each student's packet (inclusive of all academic and related services activities) must contain enough work for two to three weeks of instruction at four hours a day. When applicable, access to online resources (outlined in the Distance Learning Plans) can also count toward this time.

ACADEMIC HOURS

The district is understanding of the unique needs of the Bergenfield community and recognizes that students may not all be able to log in to a device at prescribed hours of the day. However, the following items have been put in place to ensure academic fidelity:

- Teachers will be available for student and parent contact during the typical hours of an early dismissal day:
 - Elementary School: 8:30 - 12:30
 - Middle School: 7:55 - 12:25
 - High School: 8:00 - 12:35
- Teachers are required to check in at the start of the academic day as well as sign out at its completion.
- Students have been supplied with enough direct instruction and academic work to cover, at minimum, the four hour learning period, as well as homework.
- Students are required to sign in for attendance each day

CHILD STUDY TEAM PROCESSES AND PROCEDURES

Meetings

- Hold meeting to extend the date of IEPs that are set to expire during school closure
- Complete Eligibility meetings for which students have already been tested; hold meetings to develop services as appropriate in this learning atmosphere and contact impacted staff.
- Postpone Initial Meetings for which testing has not been completed and is unable to be completed via distance learning
- Conduct annual review meetings whenever possible; provide parents with draft of IEP
- Track attendance at all meetings via email and Docusign
- Upon return to school, case managers, teachers and related service providers will conduct individualized assessments based on IEP goals to determine if the student has regressed during the school closure. Data will be used to outline the frequency and duration of compensatory services.

Communication

- Case managers will reach out to parents and teachers to assess student needs and progress during distance learning; this communication is more frequent for students with Autism and other more significant disabilities
- Case managers will reach out to parents of medically fragile children to ensure required medical services continue
- Translation services are provided to families by a staff member on an as needed basis

Transportation

- Bergenfield students are not being transported to out of district placements, as most have been closed.
- Case managers communicated with parents to ensure notification

GUIDANCE PROCESSES AND PROCEDURES

- Continue to check in with students and families that have received services this year and/or are known to need support at this time
- Take referrals from staff regarding student well-being and check in with student/family
- Provide parents with supports for their children
- Refer families with a child(ren) experiencing significant mental health symptoms to the appropriate agency - CarePlus, Mobile Crisis, etc.
- Assist teachers with maintaining compliance to 504/I&RS plans
- Hold virtual scheduling meetings when possible

FOOD SERVICE PLAN

SFA Name: Bergenfield Schools

Agreement #: 00300300

Date Meal Distribution will begin: 3/16/2020

Date Meal Distribution will end: When the district reopens

Meal Distribution Location: Bergenfield HS, 80 S. Prospect Ave, Bergenfield, NJ
07621

Meals to be claimed for reimbursement per day: (up to two meals, or one meal and one snack, per child per day) 1,176

Meal distribution, process and procedures:

- Complete Breakfast and Lunch will be made available for all eligible recipients for pickup between 10am – 1pm in the front high school cafeteria
- Rosters by school will be used to keep track of recipients on a daily basis.
- Parent/Guardians or student may come to the cafeteria to collect by using school of attendance and student ID number
- All food items will be grab and go
 - **Breakfast** will be non-perishable main items i.e. cereal bars, pop tarts, protein bars etc. Breakfast meals will have one bread/bread grain equivalent along with a fruit and milk.
 - **Lunch** will be either a cold prepared main item (sandwich) or a reheatable item in a sealed reheatable package with instructions. Meals will include a water and lunch will have a nutritious side item. Lunch meal will contain one full serving of protein, grain, vegetable, fruit and dairy
 - Monday's feeding will be two day's worth of items and Wednesday's will be three. Each meal will be unitized
- Aramark will track all meals delivered and record for government reimbursement
- Constant time and temperature will be recorded for all meals being served while keeping meals under refrigeration as much as needed. All safety standards for expiration of food will be followed as normal.