



## **Virtual Instruction Plan**

2023-2024

Board Approval Date: July 19, 2023



### Contact Information

**County:** Bergen

**Name of District:** River Edge Public Schools

**Chief School Administrator:** Mrs. Cathy Danahy

**Phone Number of Contact:**

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**District Website:** <http://www.riveredgeschools.org/index.html>

### Equitable Access to Instruction

Category	Description
Equitable Access to Instruction and Ongoing Monitoring of Needs	<ul style="list-style-type: none"> <li>• If school shifts to full virtual instruction, devices will be distributed to families/students in need of a home device.</li> <li>• Subsequent requests after school closure will be honored with parents using Sign Up Genius for an appointment and following social distancing guidelines</li> <li>• Teachers and administrators continually monitor family needs and provide chromebooks as needed with a scheduled appointment for a safe and secure pickup by administrators.</li> <li>• Programs are monitored and updated by the Technology Department to ensure accessibility and safety.</li> <li>• Virtual platforms are accessible on a variety of devices - Chromebooks, iPads/tablets, iPhones/smartphones.</li> </ul>
Demographic Profile with Student Counts and Identified Groups	<ul style="list-style-type: none"> <li>• The district uses Genesis for daily attendance, student data, parent communication via a portal, and verification of student status and identified needs.</li> <li>• The demographic profile includes student counts and identified groups.</li> </ul>
Working Knowledge of Student Access	<ul style="list-style-type: none"> <li>• Students are familiar with the various digital platforms as they use them in school.</li> <li>• The Technology Department assists teachers and students with participation in Google Meet and shares instructional videos for parents.</li> </ul>



## FULL Virtual Learning

**Should the district need to pivot to full virtual instruction, we will follow the existing in-person schedule in a virtual format.**

### Pre-K 3 & 4

- Instruction will take place via Google Meet.
- Pre-K 3 students will receive instruction and activities Monday, Tuesday, and Thursday from 9:00 am to 11:15 am.
- Pre-K 4 students will receive instruction and activities Monday, Tuesday, Thursday, And Friday from 12:15 pm - 2:30 pm.
- Wednesday will be small group instruction for both Pre-K 3 & Pre-K 4 classes
  - Schedule will be sent by the teacher
- Student growth and learning will be measured through a variety of formats: teacher observation, class discussions, student work samples, individual student conferences, small group instruction, etc.

### Grades K-6

- All students in Grades K-6 will follow a structured, interactive schedule, Monday through Friday from 8:25 am - 3:00 pm via Google Meet.
- The schedule will include time for lunch, recess, and breaks.
- Each day will begin with Morning Meeting/Community Time (designed to support students' social and emotional needs) at 8:25 am and attendance will be taken.
- Direct instruction will take place via Google Meet for all content areas, Related Arts, and Related Services.
  - Instruction will follow the district scope and sequence and lesson pacing guidelines.
- Student growth and learning will be measured through a variety of formats: teacher observation, class discussions, student work samples, individual student conferences, small group instruction, benchmark assessments, unit assessments, exit tickets, etc.

### Building Bridges & Building Connections

- All students in Grades K-6 will follow a structured, interactive schedule, Monday through Friday from 8:25 am - 3:00 pm via Google Meet.
- The schedule will include time for lunch, recess, and breaks
- Each day will begin with Morning Meeting/Community Time (designed to support students' social and emotional needs) at 8:25 am and attendance will be taken.
- Direct instruction will take place via Google Meet for all content areas, Related Arts, and Related Services.
  - Direct instruction will take place via Google Meet for all content areas and Related Services Instruction will follow the district curriculum and individual IEP goals.
- Student growth and learning will be measured through a variety of formats: teacher observation, class discussions, student work samples, individual student conferences, small group instruction, benchmark assessments, unit assessments, exit tickets, etc.



## Continuity of Learning

### Ensuring the Delivery of Special Education and Related Services

- [River Edge Support Services by Category](#)
  - Resource Center - Grades K-6
  - Self-Contained Classes - PreK-6
  - Related Services - Speech, OT, PT, Behaviorist
  - Child Study Team

### Addressing ELL & Bilingual Needs

- [Supporting English Language Learners \(ELLs\)](#)
  - Technology
  - Instruction
  - Differentiation
  - Communication with Families

### W.I.N. What I Need

- Please see the [W.I.N. Website](#) for further information about this program.
- Students will receive W.I.N. instruction during their dedicated W.I.N. time from one or more of the following staff members:
  - Classroom Teacher
  - Interventionist
  - Enrichment Teacher
- Students will continue to work on targeted standards and skills for the W.I.N. Cycle.

## Support for Technology and Connectivity

- The district purchased student devices that were needed to to replace old devices. These devices will be permitted to be brought home. These new devices will connect to Internet access at home more efficiently for virtual learning.
- If schools shift to full virtual learning, all students in grades kindergarten through six will take district devices home for daily instruction, if needed. Paraeducators will have access to a device to help students.
- Deployment of devices will be scheduled through a form on Signup Genius. Parents will pick up all devices during their scheduled time.
- River Edge Parent Academies will be offered to help navigate online learning for all grade levels. "How to Videos" will be posted on the River Edge Website. Parents will have access to our Tech Support Help Desk.

- Each student and parent is required to sign off on the Acceptable Use Policy, [K-2 Pledge](#) and [3-6 AUP Agreement](#).
- Confirmation will be made so that all children will have their own device assigned to use virtually.
- Updates to the sonic wall continue to take place for stronger connectivity.
- Confirmation will be made to ensure that video streaming capabilities are secure and efficiently support virtual instruction.

#### Additional Considerations:

- Any family in need of an internet connection will be provided information on hotspot services and information from various cable providers that the family is using.
- Data Driving Planning: Student participation can be tracked by using our Google G Suite applications for education, (GAPE), Google Classroom, ClassLink user interface, and submission of assignments and projects completed. Various online subscriptions have analytics connected to their usage which the River Edge District can access. The River Edge Data Team will analyze data by grade level and subject area on an ongoing basis.
- Learning Platforms: All learning platforms are online. Our Genesis Online planner is a web based planning tool for teachers that is shared among the support staff, Resource Center and classroom teachers to be used for common planning. ClassLink is our platform which provides a one click single sign on for students, parents, and teachers to access all online learning resources by grade level and need. Google Classroom is the avenue where instructors can deliver content instruction, monitor student participation, assess student progress and give feedback. LinkIt! is our informal diagnostic tool to help teachers assess students in grades one through six. All online programs are accessed in school or remotely for virtual learning.
- Training and Technical Assistance: Training for teachers consists of best practices in curricular areas for online instruction, Google Classroom, student email, video streaming with a web-cam, Google Meet best practices, small group instruction, and utilizing online resources. Parent academies will be given to help navigate the virtual classroom, understand Google Meet, and learn about curriculum and social emotional support.
- The Technology Department will focus on all grade levels, provide technology professional development for teachers, and present technology workshops for parents. In addition, they will work with teachers and students in the classroom to teach and train the staff for appropriate technology skills needed for virtual learning. The district utilizes two technicians, a supervisor, principals, two STEAM Coaches, and a data team to support our technology needs. Equipment, infrastructure and connectivity, content area curriculum, and analyzing data for focused instruction is supported by our personnel. Our River Edge website and teacher websites are supported by the webmaster and all teaching staff.
- All students in kindergarten through sixth grade, administrators, and teachers are assigned their own personal device. Paraeducators are assigned a device if needed.
- All online platforms are organized by grade level. ClassLink is a one-click sign-on access point for students and staff to access any online subscriptions and online instructional resources

needed. Each child and staff member has a username (email form) and a password with our organization's credentials.

- The Technology Department will provide parent technology support through a help desk and resources for the district.

### Attendance

**In Grades Pre-K to 6, all parents/guardians are asked to submit a daily Google Form indicating their child(ren)'s participation and completion of assigned activity for the day. Teachers also track student participation through online platforms and completion of work.**

Category	Description
District Policy	<ul style="list-style-type: none"> <li>• Students/Parents record their attendance daily using a Google Form by 3:00 PM</li> <li>• The teacher identifies each student as being present or absent on our student information system, Genesis</li> <li>• In order not to penalize students who are experiencing difficulties at home, when proof of daily assignments is submitted at times attendance has to be adjusted.</li> <li>• Participation, submitted assignments, effort, and attendance factor into placement and/or retention for the upcoming year.</li> </ul>
Teacher Guidelines	<ul style="list-style-type: none"> <li>• Homeroom teachers access the Attendance Form in Grade level Google Classroom.</li> <li>• If consistent absenteeism is noted, the parents will be contacted and it will be reported to the Building Principal.</li> <li>• Teachers also check the Attendance Form for feedback and communication with students.</li> </ul>
Communication with Families	<ul style="list-style-type: none"> <li>• The attendance officer reports to the nurse and principal any student absent for 2 consecutive days. The attendance secretary follows with a phone call home. The nurse follows up after two days of absence.</li> <li>• Teachers report a lack of student participation in daily lessons to the principal. Initial attempts by email/phone to the parents are made through the teacher. The principal follows up with a phone call and offers any support necessary to increase participation. If there is no change in participation, the principal sends a formal letter home via email and the postal service. The superintendent is notified.</li> </ul>

### Safe Delivery of Meals

- As the district does not have a cafeteria or meal plan, we will explore the needs of different families and will address the needs individually.

### Facilities

Category	Description
Staff	<ul style="list-style-type: none"> <li>All maintenance and custodial staff will report to the schools to do thorough and continuous cleaning unless otherwise advised.</li> <li>Once the facilities are totally cleaned, the district will then move to a rotating schedule to maintain cleaning and check overall operations of equipment if necessary.</li> <li>Maintenance and custodial staff will continue to work on a rotating basis as needed to keep the facilities clean and to disinfect after work and/or personnel enter the buildings.</li> <li>The maintenance and custodial staff also will assist, as needed, with facilitating the distribution of chromebooks and/or other items needed by staff and students.</li> </ul>
Long Term Projects	<ul style="list-style-type: none"> <li>Summer and long term projects will be undertaken as usual.</li> <li>Classrooms being utilized and set up for all programs following any/all social distancing rules, as guidelines are provided.</li> <li>Exploration of purchasing and installing any other items as needed as per the guidance from the state.</li> </ul>

### Other Considerations

Category	Description
Accelerated Learning Opportunities	<ul style="list-style-type: none"> <li>Opportunities will take place throughout the school day via Google Meet during W.I.N. (What I Need) and Gifted and Talented Programming.</li> </ul>
Social & Emotional Health of Students & Staff	<ul style="list-style-type: none"> <li>Social Emotional Learning is at the forefront of all aspects within the River Edge Public School District. In order for the learning environment to be productive and to meet academic needs, students must feel safe and secure, as well as connected to their peers and teachers. The District will ensure that all staff members have the resources they need to implement SEL measures in a proactive manner and that</li> </ul>

	<p>SEL programming is a prominent component of each school day in the virtual model.</p> <ul style="list-style-type: none"> <li>● Staff SEL <ul style="list-style-type: none"> <li>○ Opportunities will be provided to debrief, process, and reflect on experiences</li> <li>○ Attention to faculty mental health will be part of our practice with resources provided as needed</li> <li>○ Mindfulness and adult self-care with outside presenters will be planned for all staff</li> <li>○ District counselors will share resources encouraging self-care</li> <li>○ Counseling support (individual and small group) will be provided by school personnel</li> <li>○ Frequent check-ins with staff members by the administration, mental health school personnel, and/or counselors will take place</li> <li>○ SEL best practices for virtual instruction will be shared</li> <li>○ SEL Professional Development sessions will be offered for all staff</li> </ul> </li> <li>● Student SEL <ul style="list-style-type: none"> <li>○ Focus will be placed on relationships, connections, and activities</li> <li>○ SEL practices and activities will be integrated throughout the virtual school day</li> <li>○ Community Time will take place daily with the whole class</li> <li>○ Mindfulness sessions will take place through the school day</li> <li>○ Counseling Support will be provided (individual and group with counselors for students, who have trauma through loss, family stressors, illness etc.)</li> </ul> </li> </ul>
Title I Extended Learning Programs	<p><b>ACADEMIC PDIA (Math &amp; ELA) will continue via Google Meet</b></p> <ul style="list-style-type: none"> <li>● Weekly, after-school instruction for students in Grades 2-6.</li> <li>● Six week cycles of instruction in specific skills for Math and English Language Arts.</li> <li>● Classes are one hour long and run from 3:15 to 4:15 one day a week.</li> <li>● Classes are taught by classroom teachers, who are familiar with the material for the grade level.</li> <li>● Selection criteria of students who qualify for this service, is</li> </ul>



	<p>based on multiple factors, including teacher recommendation and benchmark assessment results.</p> <ul style="list-style-type: none"> <li>• This service is offered only to students who we feel need to close some learning gaps in either Math or English Language Arts.</li> </ul>
21st Century Community Center Learning Programs	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Credit Recovery	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Other Extended Learning Opportunities	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• N/A in the event we are fully virtual/remote.</li> </ul>
Extracurricular Programs	<ul style="list-style-type: none"> <li>• N/A in the event we are fully virtual/remote.</li> </ul>
Childcare	<ul style="list-style-type: none"> <li>• The Superintendent will coordinate plans with our after school program: AlphaBest.</li> <li>• Specific plans will be shared with the community when finalized.</li> </ul>
Community Programming	<ul style="list-style-type: none"> <li>• Surveys <ul style="list-style-type: none"> <li>◦ Collect Feedback About Instruction, Best Practices, Technology, etc.</li> </ul> </li> <li>• Communication from Administrators via Email &amp; Video <ul style="list-style-type: none"> <li>◦ Messages from the Superintendent</li> <li>◦ Messages from the Principals &amp; Assistant Principal</li> <li>◦ Messages from the Director of Curriculum &amp; Instruction</li> <li>◦ Digital Newsletters</li> <li>◦ Posts on Our District Website</li> </ul> </li> <li>• Information Sessions for Parents via Google Meet <ul style="list-style-type: none"> <li>◦ Board of Education Meetings</li> <li>◦ Parent Academy Sessions</li> <li>◦ Community Sessions</li> </ul> </li> <li>• Virtual Family Nights via Google Meet <ul style="list-style-type: none"> <li>◦ Family Math Night</li> <li>◦ Family Literacy Night</li> <li>◦ Family Fitness Night</li> </ul> </li> <li>• Social Media <ul style="list-style-type: none"> <li>◦ Photos, videos, and messages are posted on our district social media pages <ul style="list-style-type: none"> <li>■ Facebook: River Edge Public Schools</li> <li>■ Instagram: river_edge_public_schools</li> </ul> </li> </ul> </li> </ul>



Essential Employees
Superintendent
Business Administrator
Director of Curriculum & Instruction
Director of Special Services
Principals
Assistant Principal
Supervisor of STEAM & Assessment
Buildings & Grounds Supervisor
Board Office Personnel: Payroll Coordinator, Personnel Coordinator, Bookkeeper, Superintendent's Executive Assistant, Business Administrator's Secretary, District Data Coordinator/Administrative Assistant for Curriculum
Custodians on a rotating basis
School Office Staff on a rotating basis
Nurses on a rotating basis
Technicians