

POMPTON LAKES PUBLIC SCHOOLS
PUBLIC HEALTH CLOSURE
HOME INSTRUCTION SERVICES PLAN
MARCH 2020
(updated 3/20/20)

BACKGROUND

In light of recent circumstances, the Pompton Lakes Public Schools has been in regular and frequent communication with its staff, the students of the district, the parents of those students, community leaders, local health officials and the school community as a whole.

Correspondence has been shared with the above group of stakeholders almost on a daily basis beginning in early March.

PLANNING/ONGOING ASSESSMENT OF PROGRAM

In order to develop a comprehensive plan that meets the needs of all students in the event the district is ordered to close, the following planning meetings have/will occur(ed):

- March 9 – Meeting with the Instructional Technology Coaches
- March 9 – Meeting with the District Administrative Team
- March 10 – Meeting with representative from the local teachers’ association
- March 10 – Public board meeting
- March 11 – Meeting with the entire district staff
- March 12 – Early student dismissal to provide teaching and support staff time to finalize home instruction plans.
- March 16 – Schedule early student dismissal. Time could be used by staff, in needed to finalize home instruction plans.
- Tuesdays and Fridays During Home Instruction – Virtual meeting with the entire district administrative team, department chairs, IT Director and Instructional Technology Coach Coordinator.

PLAN TO ENACT HOME INSTRUCTION AS A RESULT OF PUBLIC HEALTH CLOSURE

COMMUNICATION

The Pompton Lakes School District has the capability, and a proven track record, of communication with staff, students, parents and the community through a variety of modalities:

- School Messenger Alert System (phone, e mail, text message)
- District and school web pages
- Twitter – district account, school accounts, club/activity accounts, teacher accounts
- E Mail – staff internal e mail system

CONTINUITY OF INSTRUCTION/LEARNING

In the event of a public health school closure, the Pompton Lakes School District will be able to provide home instruction to all of its students. The district's plan is multi-faceted and addresses the learning needs of all students. The continuity of instruction and learning shall employ, depending on the grade level and learning needs of the child, a multitude of modalities. The district would employ FLEXIBLE LEARNING OPPORTUNITIES (use of technology, i.e., Google Classroom, Google Drive, Google Hangouts, Clever (K-2), iReady, Affirm and traditional "To Go" packaged work via paper) to provide instructional services.

INSTRUCTIONAL STAFF PRESENCE

The district's plan successfully maintains a regular, daily, online presence of all teachers to provide instruction, to differentiate instruction and to provide feedback and assessment to all students. Students with an IEP/504, ELL students, and Gifted and Talented students will receive instruction and support consistent with their needs. Generally, staff are expected to be online working with students and available during normal school hours.

ACCESSIBILITY

While much of the daily instruction will be delivered digitally through currently utilized systems and formats, the district will also provide paper materials for students who do not have remote digital access. In order to be proactive, the district released a survey to all parents to identify these students. For these students, if it is an issue of access to a device, the district has the ability to provide a device to the child (currently, the Pompton Lakes School District is 1:1 in grades 6-12) to borrow (grades K-5). If it is an issue of internet accessibility, the district is poised to provide these students with print materials as well as share with these families options of utilizing free public internet access (i.e., public library) or low cost options to internet access (<https://www.pcsforpeople.org/bridging-the-gap/>).

COMMUNICATION DURING PERIOD OF HOME INSTRUCTION

During the period of home instruction, all staff will remain in regular communication with one another as well as students and parents. All certified staff and administrators have remote access to all demographic and contact information for students and parents (e mail, phone numbers). Teachers are expected to have a regular presence online and to regularly communicate with students and parents.

All teachers also have remote access to the district's e mail system and will be able to receive regular communication with other district staff and administration.

Supervisors/directors/principals will also be able to regularly check teacher and student activity through Google Classroom and periodic reporting from the teachers each supervises.

The district phone system can be programmed to allow all calls to be routed from a staff extension to a personal cell phone. The district will be utilizing this feature for its administrators and possibly secretarial staff.

EVALUATION OF STUDENT WORK/RETURN TO SCHOOL

During the home instruction period, teachers will regularly evaluate student work. In-person evaluation of student work and learning progress will be conducted as well upon the return to school.

FOOD SERVICES

The district has been in communication with Maschio's Food Service, the district's food service provider, to discuss plans to offer meals to those students currently eligible for free or reduced meals. The district has the ability to send messages, via phone, e mail and text message specifically to these families. The district plans, in conjunction with Maschio's, to share the details on how these students will be able to access meals. Maschio's has made a commitment to the district to deliver all meals that are needed to a single location in the district on a daily basis.

ESSENTIAL PERSONNEL DURING HOME INSTRUCTION

During the period of home instruction, the district will still require a small number of essential personnel to physically report to work. These roles include: Superintendent of Schools (operations), Business Administrator (procurement, payroll), Supervisor of Buildings and Grounds (facilities) and a small rotation of custodial/maintenance personnel (buildings, systems checks, cleaning). As of March 23, the district placed the custodial/maintenance personnel on a rotating schedule. Onsite hours have been reduced to AM hours only. In addition to building checks, the custodians are assisting with the food services program.

SPECIAL EDUCATION SERVICES/MEETINGS/RELATED SERVICES

The Pompton Lakes School District will continue to hold meetings via teleconference throughout the coronavirus pandemic. Meetings have been scheduled through the month of May and all parents have been given 15 days prior notice of the meeting.

The Pompton Lakes School District will be offering the continuum of speech and counseling services as per students' IEPs. Parents have been given a confidentiality form to sign to ensure that all sessions remain confidential.

OT/PT services will continue to be given remotely. All guided activities are aligned to student's goals and objectives and we anticipate that there will be minimal recoupment and/or regression