

SUMMARY FOR PARENTS REGARDING POTENTIAL PUBLIC HEALTH SCHOOL CLOSURE

(PUBLISHED 3/12/20)

In the event schools are ordered closed due to a Public Health School Closure, our district will enact its home instruction policy to provide instructional services to our students.

EXPECTATIONS OF ALL CERTIFIED STAFF DURING HOME INSTRUCTION PERIOD:

During a period of home instruction, our staff will have a regular presence online. The most efficient and effective mode of communication will be via the district's e mail. [Link to Staff Directory](#)

INSTRUCTIONAL GUIDELINES DURING HOME INSTRUCTION

Generally, the format for your child's home instruction will depend on their grade level and/or program. Regardless of format, our teachers will be available and engaging with students in learning during the course of the school day.

GRADES PREK-2 /AUTISM PROGRAM

Classroom teachers are the primary point of contact. All classroom teachers on this level have developed an established system of communication with their parents. Instructional services, at this level, will be delivered through a combination of paper packets (i.e., To Go Packets) and online programs, resources and materials. Specific instructions will be provided to parents by the classroom teacher.

GRADES 3-5

Classroom teachers will be the primary point of contact. At this level, Google Classroom will be the home platform for students to access work, assignments, and interact with classmates and their teacher. Students are aware of how to access their Classroom. Parents can request access information from their child's classroom teacher.

SPECIAL AREAS (K-5)

All special area teachers, (Physical Education, Art, Music, Media, Technology, Spanish) will provide work/assignments to the respective classroom teachers. These assignments/activities will be shared with students/parents by the classroom teacher.

MIDDLE AND HIGH SCHOOL

Google Classroom will be the home platform for every class. Students will access work, complete assignments, and interact with classmates and their teacher. Students are aware of how to access their Classroom. Students should share their access information with parents.

CLASSROOM/INSTRUCTIONAL EXPECTATIONS DURING HOME INSTRUCTION

During the initial period of home instruction, our teaching staff is mindful that this is an unfamiliar format of teaching and learning for all.

Classroom teachers are also aware that some students may face challenges of access (device, internet, sharing of devices in the home) and/or health (illness). Classroom teachers will be carefully monitoring student activity to ensure students are completing work and engaging in learning.

During this home instruction period, all other district staff will be working. While they may be working remotely, principals, supervisors, and specialists, will be available both to support the classroom teachers and students as well as support and assist parents. E mail will be the most efficient way to contact a district employee. If you are unsure as to who a question should be directed to, please use one of the e mail contacts below:

KEY DISTRICT CONTACTS

Principals

helen.tardif@plps.org (Lenox)

mike.renne@plps.org (Lincoln)

jake.herninko@plps.org (Lakeside)

vincent.przybylinski@plps.org (PLHS)

Central Office Staff

tammy.weishaupt@plps.org (Director of Guidance)

colleen.moyle@plps.org (Director of Health/Safety/Athletics)

jen.zeoli@plps.org (Director of Special Services)

nancy.finelli@plps.org (Supervisor of Autism Programs)

jayne.tanis@plps.org (Director of Curriculum)

paul.amoroso@plps.org (Superintendent of Schools)

Technology Related Concerns

kevin.hazell@plps.org (Technology Director)

FREQUENTLY ASKED QUESTIONS (FAQ)

(FAQ Created 3/12/20)

- 1. Is my child expected to be online during a certain time?** While our plan does not require a child to be online during a certain time of day, our teaching and administrative staff will be primarily available during normal school hours. Therefore, we suggest establishing a routine with your child to be online during the school day. However, the structure of our home instruction does allow for students to access their instruction/materials and resources at any time. This level of flexibility may work best for some of our families and students.
- 2. Is the amount of work going to be the same as when my child is physically in school?** This format of learning is something new and unprecedented in K-12 public schools. Our teaching staff has been instructed to begin slowly, allowing for large amounts of time and providing ample support. All instruction and materials will be aligned with the New Jersey Standards for Learning, follow the course curriculum, and employ a variety of effective instructional strategies. A key part of the district's plan is our teachers' ability to provide support and feedback.
- 3. What if we do not have a device at home?** For students in grades 6-12, the district has already provided a personal computer device as part of its 1:1 initiative. Students have been reminded to bring their device **and** their charger to and from school every day. For students in grades K-5, the district does have a number of devices it could make available to families that may need them. The district has surveyed its families and has identified a small number of students who will need a device. One of the first responsibilities the district will have if it transitions to a home instruction model is to identify all students in this category and provide access to a device. If you know today you would not have a device, please e mail Technology Director, Mr. Kevin Hazell (kevin.hazell@plps.org) so you can be added to our list.
- 4. What if we do not have internet access?** For those students who do not have internet access, the district will work to assist families to either receive access or, if not possible, work to provide hard copy materials for those students for the duration of the closing.
- 5. What if I as a parent have a problem/issue/who do I call/contact?** For classroom related questions, we suggest reaching out directly to your child's teacher. For other questions or concerns, we suggest reaching out to your child's principal. The principal will be able to direct your concern/question to the appropriate staff member who will be able to contact you. If you need to speak to a person from the district, we expect the Board of Education Office to still be open. You can call (973) 835-7100 ext. 7.
- 6. What about field trips, special events and athletics?** In the event of a Public Health School Closure, the district will follow the guidance of the health officers. It is, however, hard to imagine a scenario whereby schools are ordered to close and these activities still continue.

FREQUENTLY ASKED QUESTIONS (FAQ) (continued)

(FAQ Created 3/12/20)

- 7. My child receives related services through his/her IEP (i.e., physical therapy, occupational therapy, speech). How will he/she receive these services?** While we are still awaiting guidance from the Department of Education regarding this question, we are asking our specialists to prepare guided work for these students.
- 8. My child receives free or reduced breakfast and lunch. Will these services continue?** Yes, one of the requirements for districts to provide approved home instructions services is that it provides a method for providing these meals for eligible students. Maschio's Food Service, the company which provides food services to the Pompton Lakes School District, has committed to delivering these meals on a daily basis to a centralized location. Upon moving to a home instruction format, the district will communicate directly with these families regarding the daily pick up location for these meals.
- 9. Am I receiving this communication because schools are definitely going to close?** We do not know the answer to this question. We are simply following the guidance we have received from the New Jersey Department of Education to prepare for a potential Public Health School Closure.
- 10. If schools do close, when will they reopen?** We can not predict the length of a closing. We will follow the guidance from our health officials and ensure the health, safety and well-being of our students and staff. Upon re-opening, regardless of the length, we will emphasize with our staff and students the need for a transitional period back to a normal routine.
- 11. Will the days schools close have to be made up?** No, the guidance we have received from the Department of Education indicates that if a district is ordered to close for a public health school closure and provides home instruction, the day will be considered a school day.