



ONE COMMUNITY. ONE VISION.  
ONE STUDENT AT TIME.

# WYCKOFF SCHOOLS CONTINUITY OF INSTRUCTION PLAN

MAY 15, 2020

**Minimum Day:** March 13, 2020

1:30- 3:30 Staff works in differentiated groups on mini trainings/refreshers for tech tools  
Collaborative planning

**Monday, March 16, 2020** - The following plan goes into effect.

**Staff PD** [April 1, 2020 \(see link for details\)](#)

**Outlined below is the plan our district will follow, based upon NJDOE guidelines**

### **Delivery of Virtual and Remote Instruction**

- Teachers are available for student contact between the hours of 8:30am-2:00pm in the **elementary schools** and 9:00am-2:30pm in the **middle school**. On Mondays, elementary teachers are available from 8:30am-12:00pm and middle school teachers are available from 9:00am-12:30pm.
- Students can reach out to teachers through the end of the school day. We understand that some students may not be able to complete their daily assignments within the specific time frame mentioned above. Students have the flexibility to complete their daily assignments at times that are convenient for each family.
- Teachers increased live instruction, added office hours, and learned new technologies to provide more connections with students.
- Teachers have been planning more curricular related work experiences that may involve being unplugged from screens, Makerspace themes, outdoor learning, Wellness, etc.
- K-8 teachers established and continue to schedule Google Meets with their students for several purposes-
  - Social/Emotional connections
  - Small group instruction
  - One-on-One meetings with students
  - Differentiated instruction
  - Formative Assessment
- Teachers in K scheduled May parent teacher conferences to take place via phone and/or virtually.
- Report Cards have been revised to reflect areas where we can assess virtually.
- Teachers are to be responsive to students within a reasonable amount of time during the school day.
- If a teacher is absent, he/she must post substitute plans in Google Classroom and a notation to students that teacher interaction will not be available that day.
- There must be 2 hours of online instruction per day, which includes conferencing with students, giving feedback online, sharing videotaped lessons, read alouds, meeting live with students to provide instruction and/or provide feedback, answer questions, or provide social emotional support, etc.
- There must be 2 hours of independent student work per day (for a total of 4 hours per day).
- Teachers will post to the main learning platform each day one slideshow/checklist that contains all lessons that are expected to be completed each day. Include any other teachers' lessons in this slideshow/checklist.
- K-5 specialists, interventionists and other special area staff will offer one lesson each day for each of the classes during their regularly scheduled rotation. (i.e. If it is Monday, the PE teacher would prepare

lessons for each grade level (s)he sees typically on a Monday, etc. and posts within the classroom teacher's slideshow)

- Grades 6-8 cycle and A/B teachers will post project-based learning consistent with their class structure.
- Special education teachers will follow the same guidelines; students who receive instruction in a resource replacement class or a self-contained class will receive communication from their replacement or self-contained teacher. In Class Support teachers will collaborate with the classroom teacher regarding any necessary modifications.
- Every effort will be made to provide accommodations and modifications according to students' Individualized Education Plans. Teachers in specialized programs, as well as related service providers, will send individualized activities aligned to student IEP goals.
- ELL students receive separate, both synchronous and asynchronous, differentiated instruction and support based on their individual needs by ELL teacher.
- Grade level teachers of the same subject/grade level will offer consistency within reason. Teams may lesson-share to assist in workload.
- Assessment must be documented in lessons.
- Teachers will track student progress to ensure participation and provide feedback. Teachers will email parents a general update at least once a week.
- Teachers will report student concerns to the building principal. Counselors will be available as well.
- Lines of communication should be kept open between all departments and consult the administrator if there is any difficulty.
- All Wyckoff administrators will be available to support staff between 8 am - 4 pm daily.
- Parents have been asked to contact their building principal if their child does not have daily access to the Internet or wifi. To date, no principal has received such contact.
- All students in grades 2-8 have been issued a chromebook from the Wyckoff School District.

#### **Platforms for Daily Use:**

- K-1 will use Google Slides, email, and Google Meet or Zoom for their daily learning engagements.
- 2-5 will use Google Classroom and Google Meet for their daily learning engagements.
- 6-8 will use Google Classroom and Google Meet for their daily learning engagements.
- Email and Google Meet groups will be used for communications between staff.
- Email will be used to communicate formally with parents at least once per week.
- These platforms should already be familiar to students. Students will continue to use these platforms for all daily lessons. Consider these platforms to be the home base for students.
- Daily academic and special area instruction will be provided for each child in Grades K-8, under the guidance of NJDOE. Fortunately, our district has a strong technology framework that compliments our innovative, well-prepared staff who are familiar with a multitude of online platforms, apps, and instructional strategies.

#### **Attendance:**

- Attendance procedures will be recorded online.
- Parents should report a child's absence via email to the elementary school nurse or Mrs. VanDyk at Eisenhower.
- Attendance must be taken daily on a Google Form in the elementary schools. Parents will record their child present on the form each day. If a child is not recorded present and has not appeared online to complete any work, the student will be marked absent. The principal's secretary will call any absent students' homes to confirm absences.
- Attendance must be taken daily on a Google Doc in the middle school. Students must enter their name by noon each day to be considered present, but are not expected to complete the work at that time.

The homeroom teacher then inputs the attendance into Genesis, and the principal's secretary follows up on students marked absent after noon each day. If a child is not recorded present and has not appeared online to complete any work, the student will be marked absent. The principal's secretary will call any absent students' homes to confirm absences.

- Student's attendance will not serve to penalize a student in any negative way, related to promotion, retention. The district is not experiencing extreme difficulty in this area.

## **Students with Disabilities**

- Special education teachers will follow the same guidelines; students who receive instruction in a resource replacement class or a self-contained class will receive communication from their replacement or self-contained teacher. In Class Support teachers will collaborate with the classroom teacher regarding any necessary modifications.
- Preschool teachers will provide both live instruction and daily activities. Support staff will provide related services and perform Child Study Team responsibilities in a variety of modalities to include but not be limited to virtual meetings.
- Every effort will be made to provide accommodations and modifications according to students' Individualized Education Plans. Teachers in specialized programs, as well as related service providers, will send individualized activities aligned to student IEP goals.
- Students with Disabilities who receive services in the general education classroom, the self-contained classroom or the resource program will receive instruction as described above in **Delivery of Virtual and Remote Instruction and Platforms for Daily Use**. Related services are delivered through Google Meet in individual sessions and group sessions. The amount of services in the IEP are matched to the greatest extent possible.
- All related service providers keep a log of their sessions. All therapists and teachers continue to monitor growth towards individual goals through data collection. Case managers are in frequent communication with teachers, providers and parents to ensure services, accommodations and modifications are being provided.
- The Child Study Team conducts virtual IEP meetings with the required participants. All meeting and evaluation timelines are adhered to to the greatest extent possible. All evaluations able to be conducted remotely are being done while, at the same, the need for further evaluations when school reopens is documented.

## **English Language Learners**

### **Elementary**

- Platforms for instruction include but are not limited to Google Suite (Google Slides, Google Hangout, Google Meet, Google Classroom, Kids A-Z, BrainPop, Epic, uniteforliteracy, Scholastic Book Flix and ReadWorks).
- Kindergarten and 1st grade students receive one weekly scheduled period of synchronous ESL instruction via Google Meet for three groups of students (grouped by proficiency level). Asynchronous instruction via Google slides four periods per week. Kindergarten and 1st grade written student work is primarily done with paper, pencil and crayons.

- 3rd and 5th grade students receive one to two daily scheduled periods of synchronous ESL instruction via Google Meet to build vocabulary and lend support in content areas. 3rd and 5th grade written work done in Google Suite.
- Instruction for kindergarten and 1st grade students continues to focus on development of all language domains across the ELD standards. Instruction for 3rd grade and 5th grade students focuses primarily on lending support in content areas, which have been a struggle for students and families since transitioning to virtual learning.
- Communication with families is accomplished via Gmail, Google Classroom, Google Calendar and Talking Points app.
- Google Translate and Talking Points are used to translate instructions, announcements and home communication into home languages. The World Language teacher also assists in translation and home communication.

### **Middle School (Eisenhower)**

- Platform for instruction includes Google Suite to post instructional materials and access instructional materials for other classes.
- Middle school students receive one daily scheduled period of synchronous ESL instruction via Google Meet (Period 2: 9:32-10:02). Eight grade students are scheduled for individual daily 30-minute synchronous ESL periods via Google Meet at different times during the day to better differentiate according to their different proficiency levels.
- Conferencing is available during afternoon teacher office hours, to accommodate flexible scheduling and conferencing.
- Instruction for middle schoolers focused on supporting them in their assignments for other classes (mostly Civics).
- Communication with families is accomplished primarily via Gmail.
- The teacher speaks in Spanish or translates instructions into Spanish, as necessary.
- Technology issues and/or difficulties are managed quickly and efficiently by ELL teachers.
- We use School Messenger, which “speaks” with Genesis- where parents have entered languages spoken at home. Our communications can be translated via School Messenger for families.

### **Safe Delivery of Meals**

- We will continue to distribute prepaid gift cards to the parents of eligible students of free and reduced lunch who are interested in receiving the benefit. They have been given \$5 per day gift cards to a local venue- ShopRite.
- The entire building has been cleaned and sanitized top to bottom, with special attention to common areas and student lockers. The building continues to be staffed with custodians. If staff needs to enter the building for any reason, custodians will sanitize those areas afterwards. Building functions, boilers and equipment are monitored daily. Stripping and waxing of floors, typically done in the summer, is being completed now. Extensive deep cleaning is planned for the remainder of the school year and summer.

### **Summer Programming**

- Extended School Year (ESY) and Summer Enrichment for students with disabilities will be delivered in person if schools reopen or remotely if they do not. There will be 2-3 teachers depending on the number of students who attend. The classes will meet 3 days a week for 3 hours per day.
  - Multi-sensory reading for students with disabilities will be delivered in person if schools reopen or remotely if they do not. Each group of students will receive instruction 3 hours per week for 4 weeks.
  - ELL sessions will be offered virtually for K-8 ELL students, in differentiated grade bands spanning K-8.
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- Students will be assessed upon opening of the new school year with a variety of formative and summative assessment practices. Those indicating summer loss will be addressed in combination with the general education teacher and interventionist or special education teacher if necessary and according to an individualized education plan.

### **School Closing Procedures**

- The Wyckoff School District will purchase large plastic bags for student belongings.
- Beginning the week of May 11, middle school teachers can voluntarily sign up for a day to enter the middle school and close up their classrooms. No more than 12 teachers, only 1 per team, will be able to sign up for the same day. Alternate plans will be made for staff members who opt-out of doing this due to personal health concerns. If a teacher chooses not to clean out his/her room notification should be made to the principal by 5/28.
- Beginning the week of May 26, elementary principals will assign each staff member a day where they will be allowed/asked to voluntarily come in to close down their rooms and place student belongings in a bag. Labels will be provided for students' bagged belongings
- Approximately six elementary staff members will be assigned each day per building. Staff members will be assigned strategically so they are spaced out throughout the building.
- Each staff member will be given a day to come in and will be permitted in school between 8am-2pm. If a day needs to be rearranged the staff member will reschedule for another day that week with the principal or his secretary. Alternate plans will be made for staff members who opt-out of doing this due to personal health concerns.
- Social distancing guidelines should be followed and face masks worn. Gloves are highly recommended. Teachers should remain in their rooms for the purpose of closing out the room.
- A classroom close-out [procedure checklist](#) will be given to staff to guide essential practices.
- Bags with student name labels will be left in each teacher's room. Teachers will fill bags with student belongings and leave in a row in the classroom.
- Returning teachers will keep their room key and swipe card for the summer. Arrangements for non-returning staff members will be made to collect district materials with the principal.
- Teachers should secure any IT equipment in a closet or drawer. This includes document cameras, remotes, SmartBoard markers, iPads (if not on a cart), and projectors that are not mounted or on a tech cart.
- Teachers who share a room will be assigned on different days. Teachers who travel to multiple schools will follow the schedule for the school where they attend faculty meetings and can travel to multiple schools that day.
- Aides and other staff who do not have a room will be scheduled to retrieve their belongings on Tuesday, 6/9 via the principal's secretary and head custodian.
- Parents will be able to drop library books into a box outside of the elementary schools and middle school beginning June 1. The middle school will also leave out boxes to collect winter sports uniforms and textbooks. The head custodian will wheel boxes into school for when it is safe to properly process the items.

### **Middle School Student Belongings Pick Up**

During the week of June 1st, the middle school principal will send a sign-up form to middle school parents to gain information regarding any middle school student who may still have belongings and/or medication in the building. The middle school administration will schedule a pick-up time with the parent for those belongings under recommended social distancing procedures.

### **Elementary School Student Belongings Pick Up**

Principals will send a form to PreK-4 parents to gain information regarding any necessary pick up of materials and/or medication. Elementary administration will schedule a pick-up time with the parent for those belongings under recommended social distancing procedures. Parents of 5th grade students will be assigned a date and time to pick up their child's materials at a designated, no-contact location outside of the school on or around June 11.

### **Chromebook Collection**

Students in Grade 8 will return their Chromebook on designated days (June 18, 19, 22) to the Eisenhower Middle School parking lot. Parents will be given an online form to select the date and time within the 3-day, 4-hour time slots to follow the outlined procedure. The collection process will be such that parents write student name and device serial number on a piece of paper prior arrival in the parking lot and place Chromebook and charger in the trunk of the car. Upon arrival at the middle school, without contact, the parent will show the sign with name/number on it through the closed window. Then, a contracted sanitation service, *Germinator Mobile Sanitizing*, will collect and sanitize student Chromebooks from the trunk of the car and in hazmat suits, and place in their sanitation truck. They will then use an electrostatic sprayer (fine mist microns and then wipe down with microfiber rag) to sanitize the device. *Germinator Mobile Sanitizing* will run a test at the end of the cleaning process to make sure they have been cleaned effectively. *Germinator Mobile Sanitizing* will return the sanitized devices to the Eisenhower School Media Center at a date TBD.

All students in grades 2-7 will keep their Chromebook in their home for the summer.

### **Additional Resources (not limited to this list):**

#### **[Website for Wyckoff Schools Teachers to use with Students](#)**

#### **[Website for Wyckoff Schools Students](#)**

Newsela  
Raz-Kids/Reading A-Z  
Science A-Z  
ReadWorks  
Math in Focus -Think Central for MIF - student textbook available  
IXL  
Mathspace  
BrainPop  
Epic Books  
TCI  
Typing Pal

Our goal is to keep our community as safe as we possibly can while ensuring that students can continue their learning.

**\*Essential Personnel:**

**\*Essential personnel are delineated in red.**

Identify essential personnel, including role, workstream and duties, and how many individuals for each category, expectations for teachers (hours, remote vs. person, etc)

Role/Number	Workstream and Duties
<p><b><u>District Administration:</u></b>            1 Superintendent            1 Asst. Superintendent            1 Director of Student Personnel Services            1 Supervisor of Special Projects            5 Building Principals            1 Vice Principal, middle school</p>	<ul style="list-style-type: none"> <li>● Superintendent to oversee and coordinate operations</li> <li>● Assistant Superintendent to oversee and coordinate operations</li> <li>● Communicate with BOE, county admins</li> <li>● Handle any emergency issues</li> <li>● Communicate county/NJDOE updates</li> <li>● Set a vision for online learning that aligns with NJDOE guidance</li> <li>● Communicate with Special Education with specifics for online learning, etc</li> <li>● Continually communicate daily via text, email, and Google Meet.</li> <li>● Support teachers in the development and implementation of online instruction/email communication.</li> <li>● Keep parents informed and updated</li> <li>● Monitor attendance and lessons</li> <li>● Update communication via district website</li> <li>● Respond to community questions</li> <li>● Keep current of new developments</li> </ul>
<p><b><u>District Administration:</u></b>            Business Administrator            BA Assistant</p>	<ul style="list-style-type: none"> <li>● BA to maintain business office operations</li> <li>● Purchasing</li> <li>● Authorizing payments to vendors</li> <li>● Execution of contracts</li> <li>● Process monthly accounting transactions and preparation of required reports</li> <li>● Bank reconciliations</li> <li>● Conduct board meetings and prepare minutes</li> <li>● Oversee distribution of free lunch vouchers</li> </ul>
<p><b><u>District Central Office Secretarial Staff</u></b>            3 Executive Asst.  <b><u>District Business Office</u></b>            1 Accounts Payable            1 Payroll            1 Executive Asst. Build/Grds            1 Public Records</p>	<ul style="list-style-type: none"> <li>● Process payroll and remit payroll taxes</li> <li>● Pension contributions to the state</li> <li>● Processing purchase order</li> <li>● Processing payment to vendors</li> <li>● Inputting purchase orders for building needs</li> <li>● Prepare for change in health care providers</li> </ul>
<p><b><u>Student Personnel Services Staff:</u></b>            2 Preschool teachers            3 Psychologists            7 Social Workers            3 LDTCs            2 Secretaries            5 Speech/language Therapists            1 Behaviorist            2 Occupational Therapist            1 Physical Therapist (contracted)</p>	<ul style="list-style-type: none"> <li>● Provide weekly activity calendars and individualized activities per IEP goals via email and SeeSaw</li> <li>● Perform Child Study Team responsibilities regarding IEP meetings and evaluations</li> <li>● Provide support for teaching staff to meet the needs of all students</li> <li>● Provide integrated and individualized therapies</li> <li>● Check-in with parents to ensure equal access to learning</li> <li>● Monitor email and voicemails</li> <li>● Monitor orders and place supply orders</li> <li>● Monitor instruction to ensure goals, modifications and accommodations are being followed</li> </ul>
<p><b><u>Buildings and Grounds Staff:</u></b>            Supervisor            19 custodians</p>	<ul style="list-style-type: none"> <li>● Provide access to district facilities</li> <li>● Deep clean and sanitize buildings as needed</li> <li>● Monitoring building functions and boilers/equipment</li> </ul>



	<ul style="list-style-type: none"> <li>● Jump start on task usually done during spring break and summer</li> <li>● Replacement of all air filters in all HVAC units throughout the district</li> <li>● Assisting building Principals in the emptying of classrooms and lockers</li> </ul>
<p><b><u>Four Elementary Schools Staff:</u></b>  2 Secretaries per building  1 Counselor per building  1 Nurse per building</p>	<ul style="list-style-type: none"> <li>● Check-in with parents to ensure equal access to assignments</li> <li>● Provide lessons and ideas to promote social and emotional well-being of students and staff</li> <li>● Provide resources and guidance on medical questions and concerns</li> <li>● Monitor daily attendance and ensure entered correctly into Genesis</li> <li>● Monitor mail and voice mail</li> <li>● Place orders as needed and check on current status of orders and invoices</li> <li>● Counselor to provide social-emotional resources online</li> </ul>
<p><b>4 Instructional Coaches</b> (1 per elementary school)</p>	<ul style="list-style-type: none"> <li>● Work closely with staff to support curriculum online work</li> <li>● Work closely with staff to help support new technology learning</li> <li>● Communicate feedback from staff to principals and Assistant Supt.</li> <li>● Work with principals to ensure continuity of instruction</li> </ul>
<p><b><u>Dwight D. Eisenhower Middle School:</u></b>  4 Secretaries  3 Counselors  1 Nurse</p>	<ul style="list-style-type: none"> <li>● Check-in with parents to ensure equal access to assignments</li> <li>● Meet with teams of teachers to monitor the academic, social, and emotional needs of students.</li> <li>● Fulfill the role of Case Manager by providing requisite counseling, other individual students' needs, and monitoring the goals and objectives within students' IEPs.</li> <li>● Provide resources and guidance on medical questions and concerns</li> <li>● Monitor daily attendance and ensure entered correctly into Genesis</li> <li>● Monitor mail and voice mail.</li> <li>● Place orders as needed and check on current status of orders and invoices</li> <li>● Manage building calendars and update event statuses</li> </ul>
<p><b><u>Technology:</u></b>  Data Specialist  2 Level II Technicians  1 Level I Technicians</p>	<ul style="list-style-type: none"> <li>● Provide technical support for the district staff through IT Helpdesk ticket system</li> <li>● Assist staff using remote access and to implement any online instruction</li> <li>● Provide technical support for the district parents/students through IT Helpdesk ticket system</li> <li>● Provide technical support over the phone to staff and parents</li> <li>● Replace student devices that are not working properly</li> <li>● Assisting teaching staff with distribution of new applications required for remote learning</li> <li>● Remotely checking computer servers and networks</li> <li>● Provide training and documentation on remote platforms</li> <li>● Keep up to date records of staff and students with regard to entering and leaving the district</li> </ul>
<p><b><u>103 District Classroom Teachers</u></b></p>	<ul style="list-style-type: none"> <li>● Develop daily lesson plans, assessments, and assignments</li> <li>● Provide continual communication with parents via phone, email, and Google Classroom</li> <li>● Review, monitor and assess progress of student work</li> <li>● Ensure delivery of instruction and fulfillment of standards</li> </ul>
<p><b><u>41 Special Areas Teachers</u></b>  Includes 8 PE, 8 Music, 5 Media, 7 Technology, 6 WL, 5 Art, 1 Home Economics, 1 G&amp;T,</p>	<ul style="list-style-type: none"> <li>● Develop daily lesson plans, assessments, and assignments</li> <li>● Confer with students and parents and provide feedback</li> <li>● Review, monitor and assess progress of student work</li> <li>● Ensure delivery of instruction and fulfillment of standards</li> <li>● Provide resources to families for continued learning</li> </ul>
<p><b><u>28 Special Education Teachers: ICS, OCR, PreK</u></b>  <b>3 : <u>Special Education Teachers:LLD teachers</u></b></p>	<ul style="list-style-type: none"> <li>● In-class support teachers are a co-teacher on google classrooms</li> <li>● Replacement and Self-contained teachers host their own Google</li> </ul>

	Classrooms and use SeeSaw
<b><u>6 District Interventionists</u></b>	<ul style="list-style-type: none"> <li>● Provide resources for ongoing interventions for identified students</li> <li>● Maintain communication with parents of identified students</li> <li>● Modify/alter instruction as needed based on differentiated learning needs</li> </ul>
<b><u>1 Full Time ELL Teacher</u></b> <b><u>1.4 ELL Teacher</u></b>	<ul style="list-style-type: none"> <li>● Provide online instruction to ESL students</li> <li>● Communicate with families and students to support learning</li> </ul>
<b><u>School Physician</u></b>	<ul style="list-style-type: none"> <li>● On call as needed</li> </ul>