

**Franklin Lakes Public Schools
Emergency Virtual or Remote Instruction Program
2022-2023**

Bergen County
Franklin Lakes Public Schools
Gregorio Maceri, Superintendent/ Chief School Admin
P: 201-891-1856

About New Jersey's Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year (SY)

*In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. **In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education.** This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.*

For the 2022-2023 school year, approved by their district board of education or charter school board of trustees, a completed checklist provided by NJDOE to the county office of education. As a reminder, an LEA must also post its Plan on the LEA's website. Refer to [P.L.2020, c.27](#) for details.

**FRANKLIN LAKES PUBLIC SCHOOLS
ESSENTIAL EMPLOYEES**

FLPS DISTRICT ADMINISTRATION

Mr. Gregorio Maceri, Superintendent: gmaceri@franklinlakes.k12.nj.us

Ms. Trena Lambkin, Business Administrator: tlambkin@franklinlakes.k12.nj.us

Ms. Liesel Steines, Director of Curriculum & Instruction: lsteines@franklinlakes.k12.nj.us

Ms. Kate DeRosa, Supervisor of Curriculum and Instruction; kderosa@franklinlakes.k12.nj.us

Mr. Steven Fiedeldey, Director of Special Services and Counseling: sfiedeldey@franklinlakes.k12.nj.us

Ms. Bridget Pastenkos, Technology Coordinator: bpastenkos@franklinlakes.k12.nj.us

SCHOOL ADMINISTRATION

Mr. Joseph Keiser, Principal, Franklin Avenue Middle School: jkeiser@franklinlakes.k12.nj.us

Ms. Christine Gagliardo, Principal, Colonial Road School: cgagliardo@franklinlakes.k12.nj.us

Ms. Ann Jameson, Principal, Woodside Avenue School: ajameson@franklinlakes.k12.nj.us

Ms. Jaclyn Bajzath, Principal, High Mountain Road School; jbajzath@franklinlakes.k12.nj.us

Ms. Eva Prunk, Assistant Principal, Franklin Avenue Middle School: eprunk@franklinlakes.k12.nj.us

OTHER

Tech Support: support@franklinlakes.k12.nj.us

TABLE OF CONTENTS

- I. [CONTINUITY OF OPERATIONS PLAN & CONTINUITY OF STUDENT LEARNING](#)
- II. [ADDRESSING THE DIGITAL DIVIDE: REQUIRED TECHNOLOGY & BROADBAND](#)
- III. [IMPLEMENTING A VIRTUAL/ REMOTE INSTRUCTIONAL PLAN](#)
- IV. [EQUITABLE ACCESS TO INSTRUCTION](#)
- V. [STUDENT INSTRUCTIONAL DAY](#)
- VI. [PROVISION AND SAFE DELIVERY OF SCHOOL NUTRITION/ FOOD SERVICES FOR ELIGIBLE STUDENTS](#)
- VII. [FACILITIES](#)
- VIII. [OTHER CONSIDERATIONS](#)

I. CONTINUITY OF OPERATIONS PLAN & CONTINUITY OF STUDENT LEARNING

The District's Continuity of Operations Plan references policies and provides guidance to ensure the sustainability and execution of the critical functions for the Franklin Lakes Public Schools in the event that an emergency threatens or incapacitates operations, and/or requires the relocation of selected personnel and functions. Included within the COOP are contingencies to ensure Continuity of Student Learning.

II. ADDRESSING THE DIGITAL DIVIDE: REQUIRED TECHNOLOGY & BROADBAND

a. PERSONAL DEVICES

The District's 1:1 device initiative supports all students from grades PreK-8. Students in grades PreK-4 are assigned their own chromebooks for classroom use. In a school wide emergency virtual setting lasting more than three consecutive days, these students would take the devices home. Students in grades 5-8 are in the practice of bringing assigned devices back and forth between school and home on a daily basis.

b. BROADBAND

Personal hotspots would be made available for any student who qualifies for free and reduced lunch and is identified as having insufficient broadband within the home. Remote technical assistance is available to all students if needed via the email address: support@franklinlakes.k12.nj.us. If a student does not have sufficient broadband access, the family can call 201-891-1856 and the district will assist with providing the needed access.

III. IMPLEMENTING A VIRTUAL/ REMOTE INSTRUCTIONAL PLAN

a. NOTIFICATION

Timely notification of a transition to an emergency remote/ virtual plan would be provided to all parents/ guardians, staff members, and students via multiple channels including:

- Blackboard Connect
- Share911
- District e-blast
- District web site

Contracted service providers will receive notification directly from the coordinator who oversees the service, i.e., transportation, custodial staff, etc.

b. REMOTE LEARNING PLAN

In the event a Virtual/ Remote Instructional Plan must be initiated, the District will utilize the linked [Remote Learning 2.0 Plan](#) and associated [Distance Learning Site for Families](#) to support instruction.

The plan addresses the following four goals within the table of contents:

GOAL 1: SUPPORT ADULTS CHARGED WITH REMOTE STUDENT LEARNING

1. SUPPORTING FLPS EMPLOYEES
2. SUPPORTING PARENTS/ GUARDIANS AS PARTNERS IN STUDENT LEARNING

GOAL 2: DEVELOPING MEANINGFUL CONNECTIONS & RELATIONSHIPS

GOAL 3: DEVELOP STUDENT ORGANIZATION, TIME-, & SELF- MANAGEMENT STRATEGIES

GOAL 4: OPTIMIZE & IMPROVE STUDENT LEARNING

1. SCHEDULING
2. STUDENT ATTENDANCE
3. LIVE MEETING RECOMMENDATIONS

Resource: Parent/ Guardian Checklist for Live Meetings

4. FACTORING FOR STUDENT NEEDS
5. STRIKING A BALANCE BETWEEN SYNCHRONOUS and ASYNCHRONOUS INSTRUCTION
6. SCREEN TIME
7. ASSESSMENT/ EVIDENCE OF LEARNING
8. ACCOMMODATIONS & MODIFICATIONS

c. ACCESSING INSTRUCTION: REMOTE/ VIRTUAL LEARNING PLATFORMS

- All live meetings: **Google Meet**
- PreK-2 & Special Programs (Bright Horizons, Bridges, CAPS, Pathways): **SeeSaw**
- Grades 3-8: **Google Classroom**

d. CURRICULUM & CURRICULAR MATERIALS

The District will continue to provide instruction aligned to the NJSLS as per our approved curricula for each content area. Curricular materials will be modified, if needed, to account for a remote/ virtual delivery format of instruction. Recent curricular resource adoptions account for blended learning activities. The District continues to invest in many subscription-based resources for students and staff.

IV. EQUITABLE ACCESS TO INSTRUCTION

Equitable access is central to the development of all elements of a remote/ virtual instruction plan. Technology access including devices and wifi are integral to the execution of this plan, in addition to considerations regarding adult supervision of students learning away from school buildings. Additionally, access to instruction with respect to unique student needs such as ELLs, students with disabilities, 504, delayed development, etc. are also provided for within this plan.

MEETING DIVERSE STUDENT NEEDS

Students who are English Learners, with IEPs or 504s, or identified as “At Risk” who require interventions and support will continue to receive services remotely in line with Administrative Code, NJDOE guidance, and individualized student plans.

a. English Learners

Provision of English as a Second Language education: The District is committed to the delivery of instruction aligned to the WIDA Standards to all eligible students K-8 as typically scheduled. Communication with families includes:

Ongoing communication with students and their families through digital communications (email and video conferencing) and through telephone calls.

Messages (both written and verbal) will be translated when necessary to the family's home language.

b. Individualized Education Plans [IEP] & 504 Plans

Special Education teachers and other certified staff continue to provide instruction and services in line with IEP goals and objectives/ 504 accommodations utilizing the same platforms and formats as referenced above.

Case Management, Family Engagement & Annual Required Meetings

The role of the child study team (related services and case managers) will be to continue to case manage, provide instructional support, and run IEP meetings.

Meetings are still to be conducted while schools are closed. 504 plans are in place at the beginning of each school year and are reviewed on an annual basis. IEPs are required to be reviewed on an annual basis, or more often as necessary. Districts must still send meeting notices and hold the necessary 504 meetings and annual review IEP meetings in compliance with timelines set forth in the Code. Invitations must notify parents as to how they can participate in the meetings remotely. Such meetings include initial referrals, early intervention, re-evaluations, pre-school, eligibility, and parent meetings.

c. Intervention & Referral Services and At Risk/ Intervention Students

I&RS Meetings will continue to take place via video conferencing, as scheduled, and should there be any changes to previously scheduled meetings, parents/ guardians will receive notifications as such.

Students who are at-risk and who receive tiered systems of academic support will continue to participate in their programs as scheduled.

d. Gifted & Talented Students

Students who are identified as gifted & talented will continue to receive instructional adaptations and will continue to participate in services as typically scheduled.

V. STUDENT INSTRUCTIONAL DAY

Whenever possible, the district will provide for a full instructional day for students as per the [approved District Calendar](#):

- Grades K-5: 8:45 AM-3:15 PM;
- Grades 6-8: 8:05-2:50 PM.

Should circumstances warrant a minimum day schedule, instructional time is as follows, excluding lunch and recess, which exceeds the state minimum of four hours:

- Grades K-5: 8:45 AM-1:00 PM
- Grades 6-8: 8:05-12:15 PM

A. STUDENT ATTENDANCE

The District continues to implement *BOE Policy 5200: Attendance*. Daily attendance procedures are altered in a remote/ virtual environment to provide for attendance to be taken via online classroom tools. Following, the teacher posts attendance within the Student Information System: Genesis, as per usual. School nurses rectify attendance records once final daily attendance is submitted by classroom teachers.

1. **To be Marked as Present**- Students must login to the class meeting on Google Meet/ learning platform and respond to the teacher prompt to take attendance. If there are any issues with accessing the meeting, parents should directly email the teacher or call the school nurse voicemail to leave a message notifying that the student is present for the day of remote instruction.
 - CRS, HMR, WAS elementary schools - by 8:50 AM
 - FAMS by 8:10 AM; Classroom attendance will also be taken at the beginning of each subsequent class period and updated in a teacher's Genesis gradebook.
 - Students receiving Home Instruction - the home instructor will notify the school nurse of the student's attendance on a daily basis as per the student's specific plan.
2. **Absences** - Parents/ Guardians will continue to mark attendance directly through our Student Information System, Genesis. The school nurse will follow up with families re: student absences as posted in Genesis. Teachers report notable attendance concerns and/ or patterns to guidance counselors, nurses, and

principals, and when necessary - the Director of Special Services. If necessary, the district works with local law enforcement to perform wellness checks on students for whom there are concerns based upon patterns of absences.

B. STAFF ATTENDANCE

Staff will report remotely/ virtually as stated via the collective bargaining agreement. Staff Attendance will be taken via online staff attendance submission each day of remote / virtual instruction. Staff members will submit absences via the Staff Absence Management system, Frontline Absence Management. School secretaries and principals/ supervisors will manage staff attendance records.

Staff Absences: Full and Partial Day & Responsibilities During Absence

Following usual procedures, Staff Absences (for all reasons) must be accounted for in [Frontline Absence Management](#).

1. Responsibilities during Absence:

- Staff members provide “substitute plans” in SeeSaw or Google Classroom including:
 - a post to take student attendance at the start of the day;
 - classwork for the day
 - clear messaging to students/ parents that teacher-student interactions may not be feasible for the day due to absence.
- Student Attendance will need to be taken and recorded by the designated time toward the end of the school day. The teacher must notify the principal, secretary, or another covering teacher to take/ post student attendance.

- #### **2. Partial-Day Absences** -In the event a staff member begins, but is unable to conclude a full work day, (s)he should email his/ her supervisor and other co-teachers, etc. Sub Plans and notice of the absence should be shared with students via the remote learning platform. The partial-day absence should be noted in AESOP as per usual. *See above regarding student attendance.

VI. PROVISION AND SAFE DELIVERY OF SCHOOL NUTRITION/ FOOD SERVICES FOR ELIGIBLE STUDENTS

Per NJASBO, The Division of Food and Nutrition has submitted a waiver to the United States Department of Agriculture (USDA) to allow schools to serve meals in a non-congregate setting and at school sites during school closures related to declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public-health related closure. Franklin Lakes has purchased food gift cards for all free/reduced qualified students and mailed them to their home. Delivery of food goods is available.

VII. FACILITIES

A. Maintenance through an Extended Closure

In Franklin Lakes all custodial, maintenance and grounds services are outsourced to ARAMARK Industries. The district has continued to pay 100% of the monthly invoice and custodians are in the buildings daily . This will continue until the resumption of regular activities.

B. Enhanced School Cleanliness and Disinfection Protocols

Correspondence to the Franklin Lakes Community regarding school cleanliness protocols was emailed out and posted on the district website. ARAMARK is an industry leader in the latest cleaning and disinfecting protocols. Custodians wipe down and disinfect all frequently touched surfaces throughout the day. Electrostatic sprayers were used nightly on all surfaces.

VIII. OTHER CONSIDERATIONS

A. Accelerated learning opportunities

See [Remote Learning Plan site](#). Information will be updated as needed and appropriate.

B. Social and Emotional Health of Students

See [Remote Learning Plan site](#). Information will be updated as needed and appropriate.

C. Extended Day Student Learning opportunities/ Extra-Curriculars

See [Remote Learning Plan site](#). Information will be updated as needed and appropriate.

D. Transportation

Should the emergency virtual/ remote instruction program be implemented, the Transportation Coordinator will reach out to parents/ guardians of students who are eligible for busing or who participate in subscription bussing with pertinent information and/ or contingencies. Please refer to the [District's Transportation web page](#) for the most up-to-date information.