



NEW MILFORD PUBLIC SCHOOL DISTRICT

145 MADISON AVENUE, NEW MILFORD, NJ 07646

201.261.2952 · Fax: 201.634.9671

Michael A. Polizzi
Superintendent of Schools
mpolizzi@nm-psd.org

Lauren Odoksta
Director of Curriculum and Instruction
lodoksta@nm-psd.org

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New Milford COVID-19 Virtual School Plan

The New Milford Public School District is implementing a virtual school plan to provide students with an educational experience that fosters collaboration, supports continuity of instruction and learning, promotes digital citizenship, and enhances student engagement.

Ongoing Planning & Preparation

All instructional staff are preparing lessons and learning activities that are communicated to students via Google Classroom (Grades 3 through 12) or School Messenger (Grades Pre-K through 2). Each class has an active engagement/collaboration component lasting approximately 10-15 minutes and the amount of time spent on course-related work is equivalent to a regular class period on an abbreviated day schedule. Lessons are available to students at or prior to 8:00 am each morning. Prior to school closure, home surveys were conducted to ascertain connectivity in all student homes. Chromebooks have been distributed to all students K-12, unless the use of Chromebooks was declined by families because they have their own devices which they preferred to use.

Attendance

To ensure that students get credit for “attendance,” as students log in and/or communicate with their teacher via Google Classroom, the teacher will mark that student “present” in PowerSchool. If the teacher does not communicate with the student or they do not log in to Google Classroom during school hours, the student shall be marked “absent.” Upon notification to Administration, School Guidance Counselors follow up to communicate with parent(s)/guardian(s) when a student is not participating in online instruction and/or completing assignments.

Schedule

Classes run on an abbreviated schedule. Times for students are as follows:

School	Times
New Milford High School	8:00 am - 12:04 pm
David E. Owens Middle School	8:15 am - 12:23 pm
B.F. Gibbs & Berkley Street Elementary Schools	8:25 am - 12:35 pm

Teachers are available via Google Meet during times when they would normally have class on a regular school day.

(i.e.: If a NMHS teacher has Algebra I during Period 1, from 8:00 am - 8:31 am, they will be available on Google Meet during that time.

If a DEO teacher has ELA during Periods 1-3, from 8:23 am - 9:02 am, they will be available on Google Meet during that time.

If a Berkley/Gibbs teacher has Math during Period 1, from 8:30 am - 9:00 am, they will be available on Google Meet during that time.)

Additionally, it is reasonable to expect that if a student communicates with the teacher via email that the teacher would respond either during their regularly scheduled class time or within a reasonable amount of time during the school day. The goal of a virtual school day is continued student-teacher interaction and peer-to-peer collaboration.

All lessons are aligned to District-approved curriculum and New Jersey Student Learning Standards. All lessons have a student learning objective as well as a means to check for student understanding and offer specific student feedback.

English Language Arts, Mathematics, Social Studies, Science, World Language, 21st Century Tech Ed

Lessons need to have student-teacher interaction. Assigned readings or worksheets *without interaction* as the lesson for the day should not be considered. Examples of tools that could be used for the lesson may include:

- Collaborative writing in a **Google Doc** with teacher feedback
- A classroom brainstorm or posting using **Padlet**
- Using the discussion features in **Canvas**
- Engaging students in a recorded conversation with the teacher and/or each other using **Google Meet**
- Creating a video using **Edmodo**
- Assign specific skill-based lessons in **DreamBox**
- Creating a class **Google Slide** presentation explaining a concept and/or presenting claims and evidence (each student makes a slide) and the teacher provides feedback on the task
- Creating a **Google Form** with questions for students to assess or poll (images and videos can be embedded)
- Shared class notes using **Google Docs** based on a teacher presentation

Comprehensive Health and Physical Education

Classes not currently in Health will shift to a health focus in a virtual day mode. Physical Education/Health teachers will take a grade level topic that is in the curriculum and focus lessons on hygiene and germ transmission prevention as well as lessons that complement the work they have already done with mindfulness, stress reduction, and mental health awareness. Students should also be encouraged to log physical activity/exercise at home if they are otherwise healthy as a supplemental activity.

Arts, Music, Family and Consumer Sciences

The focus of these classes should be individual performance and creation. Give students the opportunity to self-direct activities in these areas that support their creativity and growth. Teachers may make suggestions to assist students in designing these aspects of their schools. This may also be a good opportunity for student reflections that could be shared with teachers.

Students with Disabilities

Delivery of Instruction

Special Education teachers provide web-based instruction for students through Google Classroom, Google Meet, and/or Zoom. Daily instruction includes pre-recorded lessons and live, interactive sessions. Daily attendance is taken and teachers or case managers follow up if a student is not present. Google Meets are used for staff, interdisciplinary, and

classroom team meetings and ongoing opportunities are provided for professional development. Classroom support and technical assistance are available to support the continuation of teaching and learning. Certificated teachers continue to create and post lessons for daily instruction in all core subject areas. Staff is available during the school day to assist students through Google Suite. Teachers and Instructional Assistants are available during the school day to assist students with the completion of assignments. Support Staff is assigned to follow up with students and families regarding incomplete class assignments. Administration, assigned to Google classroom(s) as co-teachers, continue to monitor daily interactions. Online resources, tools, and other means of professional development are actively shared among staff. For students experiencing behavioral challenges, support for parents is provided by the Board-Certified Behavior Analyst. All services provided are in accordance with a student's IEP through Google Suite.

Speech and Language, School Social Workers, Occupational and Physical Therapists provide ongoing services through Google Suite. Physical Therapists provide home exercise programs which include a log for parents to keep track of activities completed and communicate with parents/guardians at least one time per week. Speech Therapy sessions include lessons published to incorporate tools such as: Everyday Speech, The Social Express, and Flipgrid. Speech and Language Therapists communicate with parents/guardians at least one time per week. Occupational Therapists communicate with parents/guardians at least one time per week. Social Skills Counseling services are provided utilizing Google Suite and School Social Workers are available to provide ongoing counseling services and support to students and their families. School Social Workers provide weekly communication to support students and their families.

Students/families who choose not to participate in online classes will receive paper packets. Students with paper packets are contacted daily via telephone and/or Google Meet. Instructional Assistants provide support and encouragement throughout the virtual learning process, helping students begin work, explain directions if needed, and provide appropriate prompting and level of support.

Documentation of IEP Implementation

Staff work logs are created to track workflow and processes. Students will be assessed and graded on assessments and classwork or projects as deemed appropriate by teacher and administration. Administration actively monitors lesson planning and student engagement. Communication logs are developed and recorded.

Communication from Case Managers

All staff remain logged on throughout the day available to provide ongoing assistance. Staff work logs are created to track workflow and processes. Communication logs are developed and recorded.

Virtual IEP Meetings, Evaluation, and Other Meetings

IEP and Annual Review meetings are continued through Google Platform, conference calls or any form of communication that benefits all participants. Social histories are completed remotely. All remaining re-evaluations will be completed with parental permission when schools reopen. Students are continued to be found eligible. When testing is not needed, the evaluations are waived and the student continues to be eligible. Preschool students will be found eligible and more testing will be completed when we return. We will contact Early Intervention to interview those working with the child for appropriate goals. We will request permission to observe a remote session with the child. We will use age-appropriate inventories and surveys. For students exiting preschool we will use the following data sources: curriculum data, previous testing, and PLAAFPs. We will complete additional assessments when we return.

English Language Learners

Delivery of Instruction

Weekly assignments are emailed to parents of ELL students in Grades K-2. In Grades 3-5, students use a Chromebook to access lessons on Google Classroom. All students K-5 access interactive academic websites and use FlipGrid to listen to

stories and record oral responses. Stories are read to students by the teacher using the FlipGrid platform, and students record an oral response to comprehension questions as a means to assess/monitor ELL's listening and oral language development. Lessons are modified for ELL students with special needs by providing visual aids, scaffolding and modeling with examples, and the use of read-aloud technology. In Grades 6-12, students participate in daily Google Meet sessions, file sharing through Google Classroom, and access digital resources including Scholastic online and Flipgrid.

Communication with ELL Families

Communication, directions and translations to ELL families are provided by staff members via Email, telephone, Google Meet, Google Chat, Google Hangouts, ScreenCastify, and Zoom.

Troubleshooting ELL Access Challenges

ELLs access lessons on Google Classroom. Differentiation needs met by creating teacher-made lessons to target language needs, conferences with students one-on-one on Google Meet, Assigned times to conference with students on Google Meet, communication between teachers and students via Email and Google Chat.

Safe Delivery of Meals

As a result of the mandated school closures due to COVID-19, the District has coordinated a plan with our food service provider, Pomptonian, to offer meals to eligible students during the closing. Pomptonian is preparing cold meals that can contain a sandwich, two servings of fruit and vegetables and a cold milk in a Grab-and-Go style. These meals are available at no charge to students who currently qualify for free and reduced-price meals at Public Schools. Meals are available for pick-up in the high school cafeteria from 10am to 1pm.

Facilities

Facilities have been and continue to be maintained on a daily basis. Maintenance, custodial, bus and lunch aides work on a rotating basis making sure that all buildings have been cleaned, sanitized and disinfected with regular upkeep. All grounds are kept debris free and groomed through school closures. Outdoor projects have been ongoing. All mechanical systems are monitored and repaired as needed. Much *summer* work, such as classroom painting, is being accomplished during this period.

Extended School Year (July 6-August 13)

Plan A:

- Teachers provide web based lessons for their students through Google Classroom, Google Meet, and/or Zoom
- Students provided access to Google Classroom and additional online resources
- Teachers provide pre-recorded lessons and live interactive lessons each day
- Student daily attendance is taken. Teachers and/or case managers follow up if a student is not present
- Certified teachers will continue to create and post lessons for daily instruction in all core subjects
- Staff will be available during the school day to assist students through Google Suite
- Teachers and Instructional Assistants will be available during the school day to assist students with assignment completion
- Support for parents from district BCBA for students experiencing behavioral challenges
- Services provided in accordance with student's IEP through Google Suite
- Speech and Language, School Social Workers, Occupational and Physical Therapists to provide ongoing services through Google Suite

- Physical Therapist will provide home exercise programs which include a log for parents to keep track of activities completed
 - Physical Therapist will communicate with parent/guardian at least one time per week
 - Speech Therapy Sessions provided utilizing Google Suite
 - Lessons published to incorporate tools such as: Everyday Speech, The Social Express, and Flipgrid
 - Speech and Language Therapist will communicate with parent/guardian at least one time per week
 - Occupational Therapy Sessions provided utilizing Google Suite
 - Occupational Therapist will communicate with parent/guardian at least one time per week
 - Social Skills Counseling services provided utilizing Google Suite
 - School Social Workers are available through Google Suite to provide ongoing counseling services and support to students and their families
 - School Social Workers provide weekly communication to support students and their families
- Students/families who choose not to participate in online classes will receive paper packets
 - Students with paper packets will be contacted via telephone daily
 - Instructional Assistants provide support and encouragement throughout virtual learning process
 - Instructional Assistants help student begin work and explain directions if needed
 - Instructional Assistants provide appropriate prompting and level of support
 - Students utilizing packets called via phone through Google Hangouts

Plan B:

- Students will attend classes in their assigned schools.
- Student daily attendance is taken. Teachers and/or case managers follow up if a student is not present
- Certified teachers will continue to create and deliver lessons for daily instruction in all core subjects
- Staff will be available during the school day to assist students
- Support from district BCBA for students experiencing behavioral challenges
- Students will receive all related services as outlined in their IEPs for ESY