

River Dell Regional School District

Emergency Virtual Instruction Plan

September 2021

Section 1 – Equitable Access to Instruction

River Dell Regional School District is the receiving secondary district for the boroughs of Oradell and River Edge. The following is a breakdown of district enrollment for the fall of 2021 in grades seven through twelve:

- 1589 full time students on roll
- 4 shared time students on roll
- 57 students are sent to other public schools
- 7 students are received from other public schools
- 24 students are sent to private schools for the disabled
- 1 student attends a charter school
- 17 students qualify for free or reduced-price lunch
- 17 students are limited English proficient

The district provides laptop computers to every student and staff member as part of a one-to-one program. The program began in 2008. As a result, the transition to virtual instruction is seamless.

Each machine has a full complement of software that allows teacher-student interaction. Microsoft Teams is the platform for in person interaction and Microsoft OneNote is where teacher lesson plans and student resources reside. The district's website provides a portal for parents to monitor student progress.

Teachers survey students each year to determine the reliability of home Internet. The district provides hot spots to those with unreliable Internet access.

The Technology Department is equipped to provide support remotely. They also have support by appointment if an issue cannot be resolved remotely. Social distancing protocols will be in effect at all times.

Section 2 – Special Education

As indicated in Section 1, all students and staff utilize a district issued laptop. Special Education teachers also provide supplementary lessons in written form to assist students. Teacher assistants also have a laptop that allows them to participate in lessons and provide additional support for students.

Region V provides related services that include Speech, Occupational Therapy and Physical Therapy that continue in a virtual format. The providers utilize a form for accountability that details frequency and duration.

The Child Study Team will continue to access student progress in anticipation of providing other supports. They also provide counseling services and the district has a contract with Care Plus that provides remote access to services.

The district uses IEP Direct as a data management system for the Individualized Education Plans (IEP) for eligible students. The publisher - Frontline Education – developed a module that allows for sharing of all pertinent IEP meeting materials in a virtual environment. All participants can remotely sign and submit documents. The district uses Microsoft Teams as the vehicle to conduct virtual meetings.

Case managers regularly meet with Special Education students to track progress in a virtual environment. They also communicate with teachers to review all IEP accommodations and modifications. Case managers also contact parents of the special education students on a regular basis to determine the parental view of the virtual environment. When needed, additional supports in the form of supplemental one on one hours are provided by certified teachers and trained paraprofessionals.

Section 3 – English Language Learners

As indicated in Section 1, all students and staff utilize a district issued laptop. The ESL teachers continue to provide lessons during the virtual schedule. They also provide support for ELL learners who are struggling in other courses through a regularly scheduled supplemental support period.

Section 4 – Safe Delivery of Meals

The district contracts with Chartwells to provide food services when school is in session. Chartwells will provide “grab and go” meals to all students who qualify for the free and reduced-price lunch program. Meals will be available daily from 11:00 AM to 1:00PM.

The district also connects families with local organizations who provide supplemental support.

Section 5 – Length of Virtual Instruction Day

Instructional time is differentiated based on the learning objectives and the assignments students are asked to complete. As the complexity of the learning objectives and assignments increases, the number of class sessions dedicated to achieving the learning objectives/assignments increases. Learning objectives to promote wellness are purposely integrated into the lessons to provide students with opportunities to connect socially and emotionally with their teachers and classmates. Differentiated resources like Achieve 3000 and IXL are used that provide students with written text based on their lexile level and allow students to work at their own pace, respectively. Digital textbooks are available with text features that provide support to students based on their learning needs.

Class assignments align to the learning objectives that are monitored through the supervision of teacher’s daily lesson plans. The learning objectives align to the content standards of each class. Class assignments vary in the times that they are due. Some assignments are required to be completed that day. Some assignments are due over a period of a few or several days.

Students are given the opportunity for independent learning. Teachers use exit slips to ask students what about the lesson would they like to learn more about and teachers allow students to do independent research based on the student’s interest.

Learning is measured by the student’s submitted work. Student work can be answers to questions based on instructional videos or written text, essays, research papers, project-based assessments, and/or labs. Assignments align to the rigor of the NJSL by grade bands.

Should the district need to pivot to remote instruction, we will follow the existing in-person schedule in a virtual format. The middle school and high school schedules are shown below.

River Dell Middle School

GRADE 7

Homeroom	7:50 - 7:58
Period 1	7:58 - 8:41
Period 2	8:45 - 9:28
Period 3	9:32 - 10:15
Period 4	10:19 - 11:02
Lunch 5	11:06 - 11:32
Period 6/7	11:36 - 12:19
Period 8	12:23 - 1:06
Period 9	1:10 - 1:53
Period 10	1:57 - 2:40

GRADE 8

Homeroom	7:50 - 7:58
Period 1	7:58 - 8:41
Period 2	8:45 - 9:28
Period 3	9:32 - 10:15
Period 4	10:19 - 11:02
Period 5/6	11:06 - 11:49
Lunch 7	11:53 - 12:19
Period 8	12:23 - 1:06
Period 9	1:10 - 1:53
Period 10	1:57 - 2:40

River Dell High School

GRADES 9 - 12

Arrival	7:45 - 8:00 AM
Period 1	8:00 - 8:56 AM
Period 2	9:00 - 9:56 AM
Period 3	10:00 - 10:56 AM
Period 4	11:00 AM - 12:35 PM
Period 5	12:09 - 1:35 PM
Period 6	1:38 - 2:35 PM
Teacher office hours\activities	2:35 - 3:05 PM

Section 6 – Attendance

Teachers take attendance each period using a Microsoft Form. The attendance officer in each building records the results in the student management system on a daily basis.

The district records staff attendance daily in the personnel management software program.

Section 7 – Facilities

Custodial personnel follow a rotational schedule. The first shift is from 6:30 AM to 3:00 PM. The second shift is from 12:00 PM to 8:00 PM. All personnel have personal protective equipment that include facial masks and gloves. They use hospital grade products to disinfect and clean the building.

Maintenance and grounds personnel follow a rotational schedule. Their shift is from 6:30 AM to 3:00 PM. All personnel have personal protective equipment that include facial masks and gloves.

Contractors continue to work in accordance with the Executive Orders issued by the Governor’s office. They must use personal protective equipment that include facial masks and gloves if they are onsite.

Section 8 – Summer Programming

The Child Study Team continues to access student progress in anticipation of providing other supports during the summer break. The district is planning for extended school year programming for both in person and virtual instruction in accordance with guidance provided by the Department of Education.

An Extended School Year Program (ESY) will run for 20-days during the month of July to comply with eligible students’ IEPs. The ESY program will be available to both resident and in-coming tuition students. The program will be located at the River Dell Middle School unless the school is closed. ESY instruction and services will then be delivered virtually. Approximately, twenty students will attend daily from 9:00-12:00. The teacher day would begin at 8:30 AM and end at 12:30 PM which allows for preparation, planning, and collaboration with the ESY coordinator and/or Region V related services providers. The program is academic in nature with a Community Based Instruction component. Planning for virtual Community Based Instruction experiences is underway in case school is closed through the summer.

The Athletic Department continues to plan to operate according to the NJSIAA schedule for each sport. The district will follow all guidance issued by the Governor’s office and the Department of Education.

Section 9 – Board Approval

The Board of Education approved the emergency closure plan on October 11, 2021.

Section 10 – Website Posting

The district created a COVID related section on the website. Copies of all district communications are available for public access. There are also links to other COVID related resources.

Section 11 – Essential Employees

The Superintendent and Business Administrator report to work daily. Their support staff would report on a rotational basis.

One administrator (Principal or Assistant Principal) would be available in each building from 9:30 AM to 3:00 PM. Building level office staff would report on a rotational basis. Maintenance and custodial staff follow a rotational schedule (see Section 7 above).

Technology Department personnel utilize a rotational schedule. One person reports daily from 9:30 AM to 3:00 PM to provide in person support.

All personnel have personal protective equipment that include facial masks and gloves.

Section 12 – Plan Sharing

Both sending districts have a copy of the closure plans.

Members of the public may access the plans from the district's website.