



NORTHERN REGION EDUCATIONAL SERVICES COMMISSION

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Northern Region Educational Services Commission (Updated on March 26, 2020)

Instructional & Related Services Continuity Plan (Pandemic School Closures)

I. Organizational Structure

- A. The Director of Education, under the direction of the Chief School Administrator, is the lead person in this extended school closure plan.
- B. The following personnel were involved in the planning of the delivery of virtual instruction and related services.
 - a. Director of Education
 - b. Principal of Hope Academy
 - c. Assistant Principal of Hope Academy and Preakness School
 - d. Supervisor of Special Services
 - e. Technology Manager
 - f. Coordinator of Nursing
 - g. Lead Teacher at Skylands School

II. Delivery of Instruction and Related Services During Closure

- A. School buildings will be closed and staff will be expected to provide instructional and related services support via the means described below.
- B. The technology department will assist all staff via inquiries sent to techsupport@nresc.org.
- C. All students and staff have active, nresc.org email accounts.
- D. School nurses and guidance counselors will provide support to parents and students via email, if requested.

E. Skylands School

- a. All seven (7) students will be sent home with ipads. These ipads will be used for virtual instructional and therapeutic sessions, as well as a method to complete independent work.
- b. All classroom sessions (known as morning meetings) will take place via Google Zoom. The teacher, therapists, nurse, and instructional aides will log onto Google Zoom along with the seven (7) students and their parents.
- c. After morning meeting, therapists will complete individual therapy sessions (speech, OT, PT) via Zoom with the students.
- d. All students will be given one-month's work of generic classwork in the core subject areas, as well as PE/Health, art, and music. This work will be

- completed by the student with each instructional aide, teacher, therapist, etc., available to support the parent electronically.
- e. Staff attendance will be tracked via a daily email to the Supervisor of Special Services (beginning and end of the day).
 - i. Staff needing to take a personal, sick, or bereavement day will do so via AESOP.
 - f. Student attendance will be monitored by the school nurse, who will follow up accordingly. The school nurse will follow up with any student absent more than one (1) consecutive day.
 - g. The school nurse will also email the students daily to ascertain whether or not there has been a change to medications and health history.
 - h. At the end of each school day, staff will email the Supervisor of Special Services with a summary of what they completed that day.
 - i. The Supervisor of Special Services will email the Director of Education with a summary of what he completed each day.
 - j. The school will meet the requirements of the child's IEP. Related service providers will keep a log of completed or missed (compensatory) sessions.

F. Preakness Academy

- a. All six (6) students will be provided with the opportunity to sign out a laptop.
- b. All classroom work will be available on Google Classroom, as well as sent home via hard copy. The teachers and instructional aides will log onto Google Classroom along with the six (6) students. Some work will be due via email by the end of each school day—other work may be due at the end of a week or upon return to school.
- c. All students will be given one-month's work of classwork in the core subject areas, as well as PE/Health, art, and music. This work will be completed by the student with each teacher and instructional aide monitoring progress and being available via email.
- d. Staff attendance will be tracked via a daily email to the Assistant Principal of Preakness (beginning and end of the day).
 - i. Staff needing to take a personal, sick, or bereavement day will do so via AESOP.
- e. Student attendance will be monitored by the school's administrative assistant, who will follow up accordingly. The school nurse will follow up with any student absent more than one (1) consecutive day.
- f. The school nurse will also email the students daily to ascertain whether or not there has been a change to medications and health history.
- g. At the end of each school day, staff will email the Assistant Principal of Preakness with a summary of what they completed each day.
- h. The Assistant Principal will email the Director of Education with a summary of what he completed each day.
- i. **There are no special education students currently enrolled at Preakness.**

G. Hope Academy

- a. All 90 students will be provided with the opportunity to sign out a laptop.
- b. All classroom work will be available on Google Classroom, as well as sent home via hard copy. The teachers will log onto Google Classroom to monitor progress. Some work will be due via email by the end of each

school day—other work may be due at the end of a week or upon return to school.

- c. All students will be assigned to APEX, the credit recovery tool used by Hope Academy. The guidance counselor and another teacher will monitor student progress and report back to teachers.
 - d. All students will be given one-month's work of classwork in the core subject areas, as well as PE/Health, art, and music. This work will be completed by the student with each teacher monitoring progress and being available via email.
 - e. Staff attendance will be tracked via a daily email to the Principal of Hope (beginning and end of the day).
 - i. Staff needing to take a personal, sick, or bereavement day will do so via AESOP.
 - ii. School secretaries will follow up with absent staff members.
 - f. Student attendance will be monitored by the school's secretaries, who will follow up accordingly. The school nurse will follow up with any student absent more than one (1) consecutive day.
 - g. The school nurse will also email the students daily to ascertain whether or not there has been a change to medications and health history.
 - h. At the end of each school day, staff will email the Principal of Hope with a summary of what they completed each day.
 - i. The Principal will email the Director of Education with a summary of what she completed each day.
 - j. **There are no special education students currently enrolled at Hope.**
- H. Nutritional Services will be organized through the Passaic Public Schools for Preakness and Hope, as all students at these programs are from this school district. Information pertaining to lunch services will be provided to these individuals. Students at Skylands School are not currently entitled to free or reduced lunch.

III. Return to Regular Schedule

- A. All released electronic devices will be returned to the schools.
- B. Notification of official return to school will be shared and the school calendar will be revised accordingly.
- C. Spring breaks will be followed as per the individual school calendars.**