



EDGEWATER SCHOOL DISTRICT
Building a Better World, One Student at a Time

May 14, 2020

Louis DeLisio, Interim Executive County Superintendent
Bergen County Office of Education
One Bergen County Plaza
3rd Floor, Room 350
Hackensack, NJ 07601

Dear Mr. DeLisio,

Please accept this submission as the Edgewater School District's Long-Term Emergency Closure Plan. This plan was developed using the guidance provided from the Commissioner of Education in regard to the COVID-19 outbreak. Edgewater's plan equips our Pre-K-6 schools to continue the educational process without the use of our school buildings. These provisions for home instruction services have been guided by N.J.A.C. 6A:16-10.1 and includes direct services, online instruction, and other means developed by the district to meet the needs of our students. Upon the enactment of this plan, beginning Monday, March 16, 2020, any day in which students impacted by a public health-related closure and has access to home instruction services consistent with this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9. Please contact me with any questions you may have about Edgewater's Emergency Closure Plan.

Sincerely,

A handwritten signature in black ink that reads "Kerry L. Postma". The signature is written in a cursive style.

Kerry L. Postma, Ed.D., Superintendent



The following plan provides more information on the procedures Edgewater School District will take to ensure students continue to receive high-quality instruction during remote learning.

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Delivery of remote instruction:

Each teacher of each subject at each grade level has been instructed on how to use virtual platforms to deliver instruction of new content. Teachers are adapting lessons aligned to the board approved curriculum and the NJSLs for remote instruction on a weekly basis. Information on how to access these lessons can be found on our website www.edgewaterschools.org. An overview of these lessons are listed below.

Grade Level	Platform for Delivery	Frequency of New Material	Addition Information
Pre-K to Grade 2	Seesaw, teacher pages on the school website, Zoom, Google Meets	For each core subject, teachers will conduct a minimum of (2) virtual lessons per week	Additional assignments for the week are connected to previous learning and allow for independent practice of skills and assessment of student learning. Students may submit photos of completed work for assessment purposes. Teachers reinstruct or modify assignments as needed based on student needs.
Grade 3 to Grade 6	Google Classroom, teacher pages on the school website, Zoom, Google Meets	For each core subject, teachers will conduct a minimum of (2) virtual lessons per week	Additional assignments for the week are connected to prior teaching and allow for independent practice of skills, virtual group work, and assessments of student learning. Instruction consists of daily assignments and long term projects. Teachers provide additional instruction or modification of assignments based on student needs.
Specials	Seesaw, Google Classroom, teacher pages on the school website, Zoom, Google Meets	Specials will conduct a minimum of (1) virtual lesson per week for each grade.	Activities that are connected to the virtual lesson allow for independent practice of the learning. Students may be asked to submit a written description or a photograph of the completed work.



Equitable Access:

The district will ensure equitable access to instruction for all students. Our district demographic profile shows that 11.5% of our student population are classified as students with disabilities, 13.9% are identified as English Language Learners, 19.7% are considered students at risk (enrolled in our remedial programs), and 8.9% are economically disadvantaged. Based on these demographics, more detailed plans were created to provide equitable access to students with disabilities, English language learners, students at risk, and economically disadvantaged. Additionally, a plan was created to ensure all families have access to technology and the internet.

Students with Disabilities:

Outreach was made to all families of SE students by the Child Study Team. Classified students have access to the district curriculum in the same fashion as general education students, i.e., Google Classroom, Seesaw, and other platforms; check-ins on Zoom with teachers. Students continue to receive related services consistent with their IEPs, to the extent possible. Special education teachers partake in the Zoom sessions or make individual outreach to parents and students. Teachers and related service providers have been asked to log information- dates of service, goals and objectives addressed as per EIPs and outcome/progress. Case managers have contacted parents to ensure services are rendered and to hold annual IEPs. The District holds virtual initial planning meetings and re-evaluation planning meetings for students referred from I & RS and from EI.

English Language Learners:

Students identified as English Language Learners are receiving ESL and Bilingual Korean support and instruction through mini-lessons, assignments based on grade level standards, and small group support for reading and writing. Students are meeting in small groups for listening and speaking exercises, as well as for feedback and support in response to their daily work. Classes are mirroring the work and delivery that would be done during in-school sessions. ESL teachers are also providing weekly opportunities for students to socialize and practice speaking English with their peers. Teachers are using the following platforms and tools for ESL instruction:

- Flip Grid
- Seesaw
- Google Docs/Products
- Zoom



Communication was made to all families of students identified as English Learners. District ESL and Bilingual teachers communicate through email daily and send out weekly information and updates. Teachers communicate through emailing to check-in with students on their homeroom assignments and social-emotional health. Teachers have been working with the PTO to translate and connect with families that need extra support to help troubleshoot ELL access. A technology survey was sent out to all families to gather technology needs.

Students at Risk:

Communication was made to all families of students enrolled in Title 1 programs by Title 1 teachers. Teachers have posted information on how to access remote learning on their individual teacher websites. Assignments are designed to meet the needs of each student and support the homeroom instruction. Title 1 teachers virtually meet with students in small groups to review grade level skills and provide more differentiated instruction, as they would in an in-school setting. Students also have individual accounts for adaptive virtual programs such as Lexia, Freckle, and Lalilo.

Economically Disadvantaged:

- **Meals:** The Edgewater School District is committed to providing for our students' nutritional needs while schools are closed. Outreach was made to each eligible family to offer free breakfast and lunches each day, prepared by Maschio's Food Service. An initial survey was sent out to gather information from eligible families, however this information is updated through the building principal and school secretary as school closure continues. More information on the delivery of meals can be found below under the section, "Safe Delivery of Meals."
- **Technology Access:** Technology survey was administered to each family identified as economically disadvantaged to identify technology and wi-fi needs. School media specialist, technology coordinator, and building principal worked to ensure all families had the devices necessary. Devices and technology access is being monitored to support families as needed. If there are issues with devices, families can contact the building principal for support.
- **Instruction:** Teachers are also providing adapted materials for students to engage in remote learning without technology.

Equitable Technology Access:

An at-home technology survey was administered to each family throughout the entire district to identify families in need of technology and wi-fi access. Each school provided the appropriate devices, including chromebooks, iPads, and hot spots for wi-fi. The school media specialist,



technology coordinator, and building principal monitor the technology access and provide new devices for any student that may have issues with their device. Teachers will also provide adapted materials or alternative suggestions for completing assignments for all students to be able to complete work without technology or printer access.

Digital Platforms:

The following table lists online platforms to support remote instruction. Teachers and classes may use these products differently. Please contact your child’s teacher for more information.

Resource	Best for...	Need School Account Access?
NewsELA	Grades 3-6	Yes
Think Central	Math (all grades)	Yes
Science Pearson Realize	Science (all grades)	Yes
Social Studies HMHco	Social Studies (all grades)	Yes
Middlebury Interactive	Spanish Program (K-2)	Yes
Raz-Kids	Reading	Yes
Lexia	For identified students	Yes
Freckle	Grades 3-6	Yes
Imagine Learning	Students in ESL	Yes
Brain Pop	All	Yes
TeachTown	For identified students	Yes
Seesaw	Class codes provided by teachers if applicable	Yes
Google Classroom	Class codes provided by teachers if applicable	Yes
Epic Books	Reading (free access to digital texts)	No (but your child may have from class)



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Common Lit	Reading (free access to digital texts)	No (but your child may have from class)
ReadWorks	Reading	Yes
MyOn	Reading	District login: Student username: myon Student password: read
Prodigy	Math	No (but your child may have from class)
Math is Fun	Math	No
Splash Math	Math	No
Math Playground	Math	No
ABCya	Learning Games	No
Flip Grid	Video Messages	Yes
Mystery Science	Science	No
PBS Design Squad	STEM, Design Challenges	No
Virtual Field Trips	Science, Social Studies	No



Attendance:

Attendance will be taken daily during remote instruction to ensure students are actively participating in their daily assignments. Teachers are using procedures that work best for their students and families. Attendance procedures vary by teacher and grade level, but include collecting attendance through:

- Google classroom
- Google products (docs/sheets/forms)
- Class Dojo website
- Seesaw website
- Go Soap Box website

Teachers must submit their attendance into the district's attendance portal on Genesis by 3pm on each school day. The district notified parents of the remote learning attendance policy and procedures at the beginning of remote learning. Each school will continue to monitor student attendance and follow the procedures outlined in the school's attendance plan.

If a student is not participating in online instruction, the following steps will be taken until there is a response from the family.

1. Classroom teacher will contact the parent(s), or guardian directly, by email and phone.
2. Teacher will provide student or family information to the building administrator.
3. Building administrator will contact the parent(s) or guardian, by email and phone.
4. Building administrator will notify the district registrar of the situation.
5. District registrar will contact the parent(s) or guardian for more information, by email, phone, and letter to the address on Genesis.



Safe Delivery of Meals:

Outreach was made to each eligible family to offer free breakfast and lunches each day. An initial survey was sent out to gather information from income-eligible families, according to school records. This information is updated through the building principal and school secretary as school closure continues.

Daily meals are being prepared by the district's food vendor, Maschio's Food Service. These meals are delivered to our receiving district, Leonia School District. Leonia staff deliver the meals to the doors of all designated Leonia and Edgewater families. For weekend meals, the district prepares "Snack Pack" meals each week. Leonia picks up these meals and delivers them directly to the designated families.

Facilities:

Buildings are being monitored daily for safety and security. Light cleaning and maintenance is being performed, as needed. No visitors are allowed to enter the building without notifying the head of the building maintenance team. Staff members that enter the building must sign in and out and indicate their location. After the staff members leave, maintenance clean and sanitize the room and/or area where the staff member visited.

For teachers to retrieve materials or for general access to their classrooms, a separate plan was created and sent directly to staff. This plan is as follows:

- Two teachers per day, per floor will be allowed to access the building within the hours of 9:00 am and 3:00 pm, Monday through Friday (excluding Memorial Day).
- Teachers must sign up online for the time and date they would like to enter the building.
- Teachers (as well as all staff and visitors) may access the buildings through one door by the school parking lot.
- A sign-in sheet is placed near the door for teachers to sign in and out, including any individuals that are assisting them. Staff were asked to restrict their visit to one assistant and themselves.
- Staff members were advised to visit the nearest restroom on their floor and not to visit any other area of the building.
- At the end of the day, the area/classroom and nearest restroom are sanitized.



Summer Programming:

For the upcoming summer 2020, the school district will provide an Extended School Year (ESY) summer program for eligible students.

Extended School Year (ESY):

ESY will be offered to eligible preschool students with a disability. This will be offered remotely, Mondays-Thursdays from 9:00am to 12:00pm, for four weeks. The same practices and digital platforms will be used to support student learning during this summer course, including Seesaw, Zoom, and parent consultations. Multi-Sensory Reading will be provided to eligible students during the same time frame. Related services will be provided consistent with IEP recommendations, wherever possible.

Essential Employees By Job Title:

Below is a list of essential district employees:

- Superintendent
- Supervisor of Buildings and Grounds
- Business Administrator
- Key Clerical Staff