



Central Administration Offices

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Emergency Virtual or Remote Instruction Plan - 2021-2022 School Year

Approved by the Fort Lee Board of Education on October 18, 2021

This plan has been developed in accordance with P.L.2020, c.27 which provides for the continuity of instruction in the event of a public health related district closure so that Fort Lee Public Schools can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan will be implemented in the event of 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.

Communication

The closure of schools in accordance with this plan shall be communicated in the same manner as all other school closures via the District website, district social media accounts (Facebook), and the SchoolMessenger alerting and auto-calling system. Information regarding how to access unique links to virtual classes will be communicated by the building principal and teachers.

Instructional Schedules

Preschool

- A modified instructional schedule for students will be implemented and run from 8AM - 11AM.

Grades K- 12

- Students will follow their traditional, full day schedule during remote instruction.
 - All elementary school schedules (Grades K-4) will run from 8:30 AM - 3:00 PM.
 - The Lewis F. Cole Middle School (Grades 7-8) schedule will run from 8:32 AM - 2:42 PM.
 - The Lewis F. Cole Intermediate School (Grades 5-6) schedule will run from 8:50 AM - 3:10 PM.
 - The Fort Lee High School (Grades 9-12) schedule will run from 7:45 AM - 2:36 PM.

Attendance

All attendance policies will remain in effect during a virtual or remote instructional program. All students must log in to their homeroom class at the assigned start time. During remote instruction, students will be required to

“attend” and have their cameras on during instruction. Attendance will be taken daily. For students in grades K-4, attendance will be recorded at the start of each school day. For students in grades five through twelve, attendance will be taken at the start of each course period.

At the high school level, students must follow the BOE attendance policy to receive credit for each course. Failure to comply can result in loss of credit and non-graduation status.

Delivery of Instruction

Teachers will instruct students live, via Google Meet or Zoom. Lesson assignments and materials will be provided by the teacher via Google Classroom or Seesaw. Email may be utilized in the event that Google Classroom or Seesaw are unable to support the sharing of an assignment or materials. Students will be expected to complete and submit all assignments. Missing and/or incomplete assignments must be completed as per the guidelines outlined in the teacher’s grading protocols. If a student has questions pertaining to a specific assignment, the student and/or parent should contact the teacher directly. Teachers are available for parent questions via email during school hours.

Access and Distribution

1. All students in grades 7 - 12 have already been issued a District chromebook through the District’s one-to-one device program.
2. Any student in grades PreK - 6 without access to a computer can contact the building principal for assistance. A District Chromebook will be made available from existing chromebook cart allocations to be repurposed and signed out by parents.
3. Any student without internet access contact the building principal and request a District-owned cellular hotspot.
4. Technology support will be provided via email or phone and on weekdays during designated hours at a designated location for hardware issues.
5. Students are expected to use school devices in full compliance with the District’s Acceptable Use Policy. Parents must ensure that proper care is taken when handling the District device.
6. If a student is having difficulty with any of the digital platforms and/or devices, the student’s parent/guardian should notify the school’s building principal.

Students with Disabilities

Students who receive special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, as required by their IEPs, will receive the services delineated in their plan remotely to the greatest extent practicable. Parents are encouraged to contact their child’s case manager for specific questions and further information related to the services their child receives.

Breakout rooms/ private conferencing features available on Google Meet and Zoom will enable special education teachers to provide private conference time for students with IEPs so that they can receive assistance without the pressure of an entire class “watching”. The breakout room feature also allows teachers to assess student understanding, differentiate instruction and modify assessments based on individual student needs.

CST Case Managers will maintain contact with teachers, related service providers, and parents via telephone, email, Google Meet or Zoom meetings. They will attend, when appropriate, class virtual lessons to conduct direct observations of students.

Related service clinicians will maintain contact with teachers, related service providers, and parents via telephone, email, Google Meet or Zoom meetings.

All documentation required of CST and related service providers will continue to be maintained in a remote or virtual instructional program.

The District Child Study Teams shall continue their functioning remotely as if they were in-district. CST members will reach out to parents to schedule Annual Reviews, Re-Evaluation Planning, Evaluation Planning (new referral), or Eligibility meetings.

Students Placed in Out-of-District Approved Placement for Disabilities

Child study teams will coordinate with out-of-district placement schools for remote/virtual learning with our students. The district receives updates from placements regarding the status of instruction and activities.

English Language Learners

English as a Second Language (ESL) services will continue to be provided in a remote or virtual instructional setting to the greatest extent practicable. Teachers will communicate with families of ESL students via phone or email. Progress reports will continue to be completed for ESL students.

School Counseling Services

School counselors will work remotely and continue to provide the same services as they provide in person to the greatest extent practicable. All students and families will be offered counseling services with school counselors, social workers, and school psychologists during the school day as well as before and after school.

1. Students may be referred for services by school staff, the student’s family and/or by self-referral from the student.
2. The need for services will be assessed by the counselor in charge of their case.

3. Counselors reserve the right to refer any student mental health challenges that they deem are beyond the scope of their practice to an outside mental health facility. In these cases, families will be provided with a confidential referral to a community mental health center for further assessment and treatment. All information received during the counseling session will remain confidential between the counselor and the family except in the following cases:
 - a. The counselor believes that the student is in imminent danger of severely harming themselves.
 - b. The counselor believes that the student has an imminent plan to harm others.
 - c. The counselor believes that child abuse may be occurring.
 - d. For clinical supervisory and consultation purposes with the Student Assistance Coordinator or Director of School Counseling Services; these communications are confidential as well.
 - e. The student discloses that he/she/they are being bullied.
 - f. The student discloses or is showing signs of acute alcohol or drug use during the session.
 - g. The student is having a medical emergency and requires immediate medical assistance.

Counselors will survey students on a weekly basis to determine if there are any additional supports that are needed. Counselors will arrange for virtual, in person or phone conferences as appropriate. A student or parent may contact the school counselor through email. Parents may also contact the school principal or guidance counselor via email for more information or to express a concern.

Students on Home-Instruction

Students receiving existing home instruction services will be evaluated on an individual basis to determine if home instruction should continue remotely or if students can be re-enrolled in their regular courses since those courses are now being conducted remotely.

Delivery of Meals

Breakfast and lunch will be handed out to each student who desires them in a Grab-and-Go style between the hours of 10 am and 1 pm at the Fort Lee High School and the Intermediate School. Meals will be offered at no cost to all students regardless of eligibility status. Meals will not be served on days schools are closed based upon the 2021-2022 school calendar.

Food service staff will be screened before entering school buildings and will be required to wear the proper PPE including masks. Pomptonian, our food service company, will follow all of the proper cleaning and disinfecting protocols.

Facilities

1. The District will continue to adhere to current required cleaning practices and procedures to maintain healthy facilities.

2. All spaces will continue to be cleaned daily by the custodial department using electrostatic spray applicators and EPA approved botanical disinfectant.
3. The District will limit access to buildings to a few essential areas. The areas will be disinfected daily. If, at any point, a portion of the buildings outside of these designated areas are occupied, those areas will also be disinfected with the same cleaning procedures and solutions described above.
4. Custodial staff will continue to monitor any issues that may arise in unoccupied buildings and. The Supervisor of Buildings and Grounds will remain in regular contact with all custodians, maintenance personnel, and contracted cleaning services.

Essential Personnel

The following personnel are designated as essential and may be required to report to work in-person:

1. Superintendent
2. Assistant Superintendent
3. Directors, Principals, Assistant Principals, and Supervisors
4. Supervisor of Buildings and Grounds, Custodians and Grounds Staff
5. School Security
6. Technology Staff
7. Food Service Staff

Essential personnel shall be scheduled in such a way to minimize contact with other employees or the public with their ability to maintain social distance at all times.