

School Closure Preparedness Plan

Readington Township Public Schools
Hunterdon County, New Jersey



Board of Education Offices
52 Readington Road, Box 807
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Prepared:
March 12, 2020

Revised:
March 17, 2020, March 19, 2020, March 20, 2020

Note: This plan has been sent to the Hunterdon County Office of the Education and is subject to further revision as guidance from DOE becomes available.

Introduction and Guidance from the Department of Education

NJDOH guidance identifies school closure as a potential strategy to limit transmission of COVID-19 within a community. The Commissioner of Education sent out a guidance letter regarding school closures and the continuity of education. The Commissioner's letter calls for the development of a *School Closure Preparedness Plan* that would allow for online home instruction per N.J.A.C. 6A:16-10.1 to count toward the 180 school day requirement. The guidance from the Department of Education instructs districts to develop a plan that includes:

- Equity in Access
- Nutrition
- Provisions for special education and related services

The Department of Education has developed a checklist to guide districts through the development of the plan. The Readington Township School District has used this guidance to develop a School Closure Preparedness Plan that will meet the needs of students in our community.

Demographic Information

As of March 16, 2020 the following list identifies the demographic profile of the Readington Township Public Schools:

- State Funded Pre-School - XX students
- Homeless - SS students
- Low Socioeconomic (LSE) - XX free lunch students, XX reduced lunch students
- Students With Disabilities - XX students with speech only, XX special needs students with IEPs (beyond speech)
- English Language Learners - XX students

Equity in Access

The Readington Township School District maintains 1:1 Chromebooks for all students in grades 2-8. Students in grades 6-8 have the ability to take Chromebooks home for homework assignments. Students in grades 2-5 do not ordinarily take Chromebooks home but will be permitted to should online learning occur. Students in grades K-1 have access to other digital hardware including iPads and Chromebooks but are not 1:1 in their access. In order to ensure all students will have access to online/remote learning the Readington Township School District will;

- Identify students who do not have a device or access to the Internet in the home. This will be done through teacher contact with families and a survey.
- Provide a device to students who have access to the Internet, but require a device.
- Provide paper copies of all activities that are posted online to students who do not have access to the Internet.

- Paper copies and devices can be picked up at schools or delivered to student homes using internal processes.

Teachers and students in grades 4-8 have used and are familiar with Google Classroom. Google classroom will provide links to other digital tools the students have used in the past (i.e. IXL, i-Ready, RazKids, etc.) This will be the primary platform in the event of a school closure. Teachers in grades K-3 have individual teacher websites. The website will be the host site for all instructional activities for students in this grade band. Again, teachers will link access to other digital tools from their website (i.e. IXL, RazKids, etc.)

Planning for Nutrition

The Readington Township School District contracts with Maschio's food service to provide meals in school. The district and Maschio's are committed to providing nutritional food options for students who qualify for free and/or reduced lunch. In order to do this the district is taking the following steps:

- Identify students who are eligible for free/reduced lunch programs.
- Work with Maschio's to identify the number of meals needed daily for students who are eligible for food service each day.
- Provide boxed meals to be provided using internal processes.

Information for the Department of Agriculture. The following information is provided to ensure this preparedness plan meets requirements set for by the New Jersey Department of Agriculture to provide food service for families in need:

- SFA Name: Readington Township Public Schools
- Agreement #: XX
- Date Meal Distribution will begin: Wednesday, March 18, 2020
- Date Meal Distribution will end: TBD. Tentatively Friday, March 27, 2020 however shall be extended if circumstances require
- Schools/Site where distribution of meals will take place: Holland Brook School

Meals to be claimed for reimbursement per day: One meal per child per day.

Method of Meal Distribution. The school district's method for meal distribution, including meal content and meal counting and claiming procedure is as follows:

The district (SFA) outsources its cafeteria operations to Maschio's Food Services Inc. (FSMC). The FSMC is operating a commissary kitchen at its headquarters in Chester, NJ. Food has been procured from food vendors and other sources in a safe manner, and is being stored in Chester, NJ via sanitary means. The FSMC shall deliver prepackaged meals in conformity with standards under the National School Lunch Program each day between 8:00 a.m. and 10:00 a.m. to our Holland Brook School in Whitehouse Station, NJ. Meals shall be delivered using internal safe-food handling processes. Meal counts and deliveries are being tracked daily.

Special Education

Special Education Services. Students who receive special education services will complete the virtual learning assignments posted online. The plans must include modifications and accommodations for students with disabilities. Resource center teachers and self-contained special education classroom teachers are responsible for providing online instructional activities for students assigned to those courses. Students receiving related services (i.e. PT, OT, Speech) will have instructional activities that can be done at home in a virtual format. The district recognizes that not all related services can occur in a virtual format and that the DOE will not allow these services to count toward the mandated services outlined in IEPs. Nevertheless, the district is committed to providing related services to the extent possible. The district has also developed plans for those services made up through compensatory education when school reopens. Related services providers will track the number of sessions missed.

Preschool Teachers. Preschool teachers will be responsible for providing instructional activities appropriate for students. Preschool teachers will also be available for parent conferencing in order to discuss expectations for students to complete instructional activities.

Child Study Team Case Management and Meetings. Child Study Team members are responsible to maintain report writing activities and IEP preparation. Where possible, and when the district receives parent consent, IEP meetings will be held in a virtual format. In addition, CST members will also make contact with parents on an as needed basis.

Out of District Placements. Case managers will make contact with out of district schools on a periodic or as needed basis. The case managers will also contact the parents of students who attend out of district placements.

Nursing Services and Medically Fragile Children. If school is in session during a pandemic and a child is identified as medically fragile, the case manager will contact the district's school physician. The school physician, in collaboration with the district, will develop protocols to protect the medical needs of the child. If the parent opts to keep the child home on home instruction, a note from the child's physician will be presented to the school physician as in consideration for home instruction. In the event of a school closure, the school nurse will provide back to the parent, upon request, any medication being stored at the school for student use.

Teacher Assistants. Teacher assistants will be responsible to do a "check in" with teachers to provide support (i.e. assist in helping with preparing assignments/activities). The assistant will also do online learning modules.

Attendance

Students will be marked present/home instruction for each day that the child participates in instruction, conversation(s) about learning with a school staff or faculty member, or completes the assignments assigned for a particular day of instruction regardless of the date or means of submission.

Students will be marked an excused absence for each day the child does not complete home instruction assignments due to illness as documented by a communication from the parent/guardian or physician. Completion of assignments (make-up work) will be at the discretion of the classroom teacher.

Students who do not have access to the materials online and are completing assignments via paper and pencil, will be marked present. These students will be required to hand in assignments as verification of their attendance once school is back in session.

Students who do not participate in instruction and whose parents/guardians provide no reasonable explanation will be marked absent unexcused.

Planning for Online Instruction

1. The district will primarily use Google Classroom, Google Meet, and teacher websites as communication with students. The district has developed an Online PD website for teacher resources and training. Several ideas are listed below:
2. Choice Boards or Learning Menus
 - a. [Choice Boards by Grade Level](#)
 - i. The site linked here has tons of grade-level examples and ideas of what might work for online learning.
 - b. Checklist of activities: students can choose one or two assignments to complete each day.
3. On-line options (We will ensure students are familiar to the tech tool; now is not the time to implement a new tech tool)
 - a. [Virtual Learning Spreadsheet](#)
 - b. Students have easy access through Readington's online tools viaClever to:
 - i. BrainPop
 - ii. IXL
 - iii. i-Ready
 - iv. Raz-Kids
 - v. Any of our digital textbooks
 - vi. Newsela

- vii. Google Classroom and Google Meet
- 4. Off-line options
 - a. Writing Journals
 - b. Drawing paper-paint, draw
 - c. Independent Reading Level books
 - d. Printed packets of activities for off-line students

Instruction will be differentiated to meet the needs of all learners. Consider:

- ESL
- Special Education/504
- At risk students (I&RS)
- On grade level students
- Gifted students

Expectations after Closure to Maintain Continuity

- Staff may be asked to come to school for a minimum of one day after a closure to hand out materials, gather devices to bring home, etc. This occurred Monday, March 16 as a PD day.
- Administration will have a Google Meet call daily and may be required to be on site when instructed to do so.
- Teachers will have “office hours” and continued contact:
 - Office hours will be 9 a.m. to noon daily.
 - Teachers will develop a daily message appropriate for their subject/grade level and check in with students on a rotating basis daily.
 - Teachers have planned 2 hours in instructional and supplementary activities daily.

Personnel: Remote Working

All district staff are working remotely. However, some staff are also reporting to the building on a rotating basis. The following staff are reporting to the building either rotating or on an as needed basis: administration, bus drivers, custodians. The following lists more specific duties for support staff:

- Duties for secretaries, aides, bus drivers:
 - Secretaries will bring home work that can be done at home, remotely.
 - Paraprofessionals will be available and checking email during office hours. Paras will be responsible for various duties including: checking in with teachers, doing online training, etc.
 - Bus Drivers may be required to come onsite to clean their buses and to do deliveries of materials to various locations. This will be on a rotating, as needed basis.

- Business office staff will come into the office on an as needed basis to process POs and payroll.

Communication Plan

- The Leadership Team will do a Google Meet at 9 a.m. daily for updates.
- Parents will be communicated with on a weekly basis via:
 - Genesis
 - School Messenger (if needed)
- Staff will receive a weekly newsletter and video from the Superintendent.
- Students and parents will receive a daily message from their teacher.
- All teaching staff are expected to be checking email and having ‘office hours’ daily between the hours of 9 a.m. and noon.