



## **HEALTH RELATED SCHOOL CLOSURE PREPAREDNESS PLAN**

Created March 2020

Updated April 8, 2020

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### **1. Purpose of Health Related Closure Preparedness Plan**

- a. The New Jersey Department of Education has provided guidance for school districts to use in the event of health related school closures.
- b. This guidance stipulates that school districts who provide a program of “home instruction” to meet the educational needs of all students with equitable access to learning may count these days towards the mandated 180 school year requirement.

### **2. Determination of School Closing**

- a. The determination to close schools due to health related events will be made in consultation between the Burlington County Health Department and Superintendent of Schools.
- b. In emergent situations the closing of schools could be directed by the Federal or State government.

### **3. Equitable Access to Instruction**

- a. Equitable access to instruction is offered to all students - students have access to instruction through paper materials, textbooks, google classroom, and district provided chromebooks. Given the size of our district, if any other issues arise, teachers will make arrangements with parents and students to provide materials and instruction in a way that meets their needs.
- b. Demographic Profile (student counts):
  - i. Preschool - 1

- ii. Homeless - 2
- iii. Migrant LSE - 0
- iv. Students with Disabilities - 28 Special Education, 12 Speech Only - 40 total students
- v. English Language Learner - 0
- c. Student Access to Technology
  - i. All students have access to the technology they need in order to be successful through remote instruction. Families access technology through their own personal devices or devices that they have borrowed from the district. Students in each grade are given assignments from individual teachers that are grade specific, age appropriate and clearly defined for parents to understand what is being asked.
  - ii. All district loaned devices will be collected the second week in June. At this time the district will assess each device and determine if more devices need to be purchased.
  - iii. If an issue arises with a family lacking the ability to access technology that is necessary to be successful with remote instruction the district will work with each family individually to create a plan that works for that family.

#### **4. Addressing Special Education Needs**

- a. Instruction is delivered virtually through Google Meet or Zoom for whole group direct instruction and small group work, two to four times per week in each subject area. Google Hangout, phone calls, texting and emails are used for individual student support, immediate feedback and follow up. For students and parents who have requested paper copies of work, assignments have been sent home through the mail, dropped off at their home or picked up from an outside location at the student's school. The student's IEP goals and objectives are driving the instruction and assignments being presented. Google Classroom is being used to post live meetings, recorded meetings/instruction, instructional support videos, study guides, provide classroom notes, visual aides and a central location to turn in assignments. Related services, including; Speech therapy, Occupational therapy, Physical therapy and Counseling services have been made available virtually at the frequency and duration required in each student's IEP. Therapists are using a combination of Google Meet or Zoom to provide related services.
- b. The methods used to document IEP implementation including tracking services, student progress and providing accommodations and modifications include a binder system with a printout of each student's goals/objectives, use of goal specific on-line curriculums and Real Time data system to track progress of goals/objectives. Modifications and accommodations are being delivered by

working individually with students in a variety of virtual/remote platforms (those mentioned above). They are also delivered through posting study guides, notes, recorded videos, models of assignments and rubrics for assignments. Instruction and assignments are also differentiated according to students academic needs and abilities. Students are provided with additional time to complete tasks and ability to correct mistakes to receive additional credit.

- c. Case managers have been following up with families through email, phone calls and virtual meetings through Google Hangout when needed. Case managers have also had weekly contact through Google Hangout, phone calls, texts and emails with special education teachers and related services providers to ensure services are being implemented in accordance with IEPs to the greatest extent possible.
- d. The district has been conducting virtual IEP meetings and eligibility meetings via Google Hangout. When parents are unable to connect virtually, parents participate via phone conference. Students have not been evaluated by the Child Study Team virtually. Any outstanding Child Study Team evaluations will be conducted in-person when school reopens.

## **5. Addressing ELL and Bilingual Needs**

- a. The district currently does not have any ELL or Bilingual students
- b. If an ELL or Bilingual student enrolls in the district, the district will create the necessary components of this plan to address the student's needs.

## **6. Safe Delivery of Meals**

- a. Food Service -
  - i. Bagged breakfast and lunch will be available to all qualified students.
  - ii. Surveys will be emailed to parents allowing them to indicate what breakfast and lunch choice they would like for the week.
  - iii. Food service staff will prepare bagged breakfasts and lunches weekly.
  - iv. Bus drivers and food service workers will deliver meals to families on Monday mornings for the week.
  - v. SFA Name: Woodland Township
    1. Agreement #: 00505890
    2. Date meal distribution will begin: 3/16/20
    3. Date meal distribution will end: indefinitely for the remainder of the school year (district will not serve meals during scheduled spring break April 10 - 17, 2020).

## **7. Length of Virtual or Remote Instructions Day**

- a. Virtual School Day: 9am - 1pm M-F
- b. Flexible learning opportunities will be available through the school website for all students
  - i. Individual teacher assignments will be posted through the parent portal on individual teacher pages and updated daily. All parents have access to the parent portal via at the minimum phone internet connection.
  - ii. Teachers will have prepared lessons that can be accessed via technology as well as through traditional paper materials sent home from school appropriate for each grade level.
  - iii. Teachers will be accessible via email from 9am - 1pm daily
  - iv. Teachers will communicate with individual families through email at least one time per week.
  - v. Parents will be able to access printed materials available for pick-up as well as assignment drop-off at the school located at the main entrance.
- c. All instruction will be differentiated in order to meet the needs of ALL students:
  - i. Special Education/504 (41 students)
  - ii. At-Risk (21 students)
  - iii. On-Grade Level (69 students)
  - iv. Gifted and Talented (1)
- d. Students will be able to turn assignments in for grading online throughout the closure as well as in-person upon returning to school.
- e. Staff will be required to fill-in a sign-in/sign-out sheet. They will be required to list duties completed for that day.
- f. Related Services that are missed will be documented. Compensatory IEP and 504 related services will be offered upon return to school.
  - i. An attempt to schedule virtual related services will be made with the consent of the parent and service provider in order to provide the least disruption of services for the remainder of the school year.

## **8. Attendance Plan**

- a. Students will be counted as present each day indicated with 'virtual learning' icon.
- b. Parents have been asked to contact school nurses, same as traditional school days, letting the district know if a student is ill to be marked absent.
- c. If a student begins to not turn in assignments and/or attend virtual class sessions the following actions will be taken:
  - i. Teachers will begin communication with parents through email and phone call.

- ii. If teacher communication does not get a response, the teacher will notify administration and the school nurse. School nurses will then reach out to family to see if there are any health related reasons and/or other reasons as to why the student is not completing work.
- iii. If the student continues to not hand in work in a timely manner, administration will personally contact the parents in an effort to create a plan that may help the family to get the work accomplished.
- iv. If a student does not complete any work in a subject area for the marking period, the student will get an 'NG' (no grade) on their report card for that subject.
- v. Students will be looked at on a case by case basis to determine if the student should be retained for the school year.

## 9. Facilities Plan

- a. In accordance with the guidance from the Center for Disease Control (CDC) wait at least 24 hours prior to cleaning and disinfecting school facilities after a school closure
- b. Custodial staff will be provided with Personal Protective Equipment (PPE) and adhere to the protocols for cleaning hands after cleaning and disinfecting school facilities
- c. Custodial staff will adhere to the protocols established by the CDC for cleaning and disinfecting school facilities
- d. Custodial staff will utilize cleaning and disinfectant solutions recommended by the CDC
- e. Essential Employees

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	Superintendent	Come into the building as needed. Work from home the majority of the time.	2
Administrative Assistant	Building Secretary	Comes into the building as needed on meal preparation days. Gets and sorts mail for the	1

		district.	
Custodial/Maintenance	Full-Time Custodian	Checks on building every other day. Is present for inspections and scheduled maintenance.	1
Technology	Off Site Contractor	Handles as needed technology issues. Is alerted through a tech ticket system on the school website. Stays in constant contact with the Superintendent.	1
Food Service Personnel	Cafeteria Assistants	Prepares school breakfasts and lunches to be served weekly and biweekly to qualified families.	2
Bus Driver	Drive bus to deliver meals to qualified families	Delivers meals to qualified families on meal drop off days	1
Teachers	Hours per day	Remote	Onsite
	4.5	4.5	0

### 10. Summer Programming

- a. Extended School Year (ESY) will be provided through remote instruction for students with disabilities meeting individual student IEP needs
  - i. Related services will be provided remotely

### 11. Community Notification During Closing

- a. The Superintendent in collaboration with the Burlington County Department of Health will prepare written notification for the school community that will include the rationale
- b. District Website - [www.woodlandboe.org](http://www.woodlandboe.org)

- c. Real Time Alerts - emails & texts to staff and parents
- d. All staff will have access to their emails during the regularly scheduled school hours (9am-1pm)

## **12. Notification to School Service Providers**

- a. Superintendent will notify Lenape Transportation Department
- b. Supervisor will notify ESU and Learning Well
- c. Secretary will notify ESS
- d. Supervisor will remain in contact with out of district students families and placements

## **13. Continuity of Operations**

- a. Payroll will continue on schedule
- b. Board of Education meetings will run remotely via Zoom meetings. The link will be published on the Woodland Township School District Website
- c. IEP Meetings will run remotely via Google Hangout. Participants will be emailed directly to join the meeting.
- d. Staff meetings will be run remotely through Zoom meetings.

## **14. Athletics, Extra-Curricular Activities and Community Activities**

- a. During school closings all athletic, extra-curricular and community activities scheduled to be conducted in school facilities will be cancelled.
- b. Activities will resume after consultation with the Burlington County Health Department and their approval.

## **15. Teaching Staff Responsibilities**

- a. Total School District Closure: (As determined by the Department of Health)
  - i. Teachers will work remotely from home
  - ii. Teachers will send Superintendent link and resources for student assignments to post on District website
  - iii. Teachers will be available to respond to student and parent questions via email during designated time each day
  - iv. Teachers will maintain log of their daily teaching activities

- b. Student Dismissal and staff allowed on site (As approved by the Department of Health)
  - i. Teachers will work in their classrooms
  - ii. Teachers will not congregate (social distancing, no closer than 6 feet in proximity)
  - iii. Teachers will send Superintendent link and resources for student assignments to post on District website
  - iv. Teachers will be available to respond to student and parent questions via email and by telephone during designated time each day
  - v. Teachers maintain log of their daily teaching activities

#### **16. Determination to Re-open Schools and Notification to the School Community**

- a. The Superintendent of Schools will consult with the Burlington County Health Department and schools will reopen following their approval
- b. The school community will be notified 48 hours prior to the re-opening of the school district
- c. Notification will be accomplished via the following:
  - i. Notification will be posted on the District Website
  - ii. Realtime alert email, voicemail, and text messages will be broadcast

#### **17. School Closure Resolution**

- a. The Administrative Team will meet to review the effectiveness of the Health Related School Closure Plan following the re-opening of school.
- b. The debriefing will address the following:
  - i. Effective components of the plan
  - ii. Identify areas of the plan that could be improved
  - iii. Revise the plan based on identified needs
  - iv. Prepare a report for the Board of Education
- c. The Superintendent will provide the findings of the report to the Board of Education and community

#### **18. Board Approval: May 20, 2020**



