

Alloway Township School District



HEALTH-RELATED CLOSURE PREPAREDNESS PLAN

2020

PURPOSE

The Alloway Township School District Health-Related Closure Preparedness Plan will serve as a resource guide for planning for, responding to, and recovering from any health-related emergency that may impact or is impacting our school and community. Although this document is specifically focused on outlining the district's response to COVID-19, the same or similar strategies may be used to address any highly infectious illness that may impact the Alloway Township Community.

The primary goals of this plan are to:

1. Prevent or minimize the spread of illness while preserving, to the extent possible, the continuity of essential school and district functions.
2. Continue the essential operations of the Alloway Township School District in the event of increased student or staff absences due to an outbreak of a highly infectious illness.
3. Ensure effective, timely, and situation-sensitive decision-making related to any outbreak that is impacting or has the potential to impact the Alloway Township community.
4. Establish a clear communication plan that ensures that students, families, and staff receive timely and accurate information regarding illness prevention and infection control strategies as well as information about impacts to the school district and available services.

PREPARATION

Prior to an outbreak of any health-related concerns, the Alloway Township School District will encourage the practice of every day good health habits and the implementation of non-pharmaceutical interventions to prevent and protect the population from the spread of highly infectious illness. These habits include the following:

- Avoiding close contact with people who are sick.
- When you are sick, stay away from others to prevent passing on your illness to others.

- Cover your mouth and nose when sneezing or coughing with a tissue and then throw away the tissue.
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth to prevent the spread of germs.
- Practice other good health strategies, including cleaning and disinfecting surfaces especially when someone is ill.

In addition to the above, the Alloway Township School District is taking the following preparedness measures:

1. Monitoring and planning for absenteeism in schools and offices.
2. Reviewing daily attendance.
3. Encouraging students and staff to stay home when sick.
4. Developing plans for remote learning for students and for remote work for staff in the event of extended school closures.
5. Creating communication plans to ensure that students, families, staff, and the community receive information necessary to prepare for and respond to an outbreak.
6. Perform routine environmental cleaning of the school, busses, and offices.

SCHOOL CLOSURE

If there is a determination made that it is in the best interest of the school community to close school due to a health-related concern, the following protocols will be followed:

- The school building will be closed as per the determined date and time by the local health officials or governor.
- All regularly scheduled events, including extracurricular activities, performances, etc. will be cancelled or postponed until further notice.
- All facility rentals will be cancelled or postponed until further notice.
- The SACC (before and after school) program will be cancelled.

- Students will be directed to take all necessary learning technology and curricular materials home with them for use in an e-learning environment for the duration of the closure as directed by their teachers.
- Staff will be directed to take all work-related technology and tools home with them for use in support of e-learning or telecommuting for the duration of the closure.
- The school building will be cleaned on a daily basis following all protocols outlined by the county board of health.
- The business office will maintain all business functions to include payroll and accounts payable.
- Information about the closure will be shared as soon as possible with all stakeholders.

DEMOGRAPHIC PROFILE

Grade Level	# of Students	Students w/Disab.	Lunch F / R		Homeless	ELL
PK	27	10				
K	30	2	5	0	0	0
1 st	21	2	2	1	0	0
2 nd	33	4	2	1	0	0
3 rd	44	11	5	0	0	0
4 th	29	3	5	0	0	0
5 th	30	4	2	0	0	0
6 th	36	7	6	0	0	0
7 th	39	8	8	0	0	0
8 th	43	5	9	0	0	0

DISTANCE LEARNING INSTRUCTION

In the event of a school closure, the district will implement plans for administrators to:

1. Work with teachers to develop resources for a distance learning experience.

2. Provide training to teachers (if needed) to support e-learning for students including preparation of online lessons, use of online learning tools, etc.
3. Define clear expectations for teachers to support e-learning activities.

In the event of a school closure, the district will implement plans for students that include:

1. E-learning for students that includes digital and distance learning options.
2. Digital platforms such as Google Classroom to assign lessons, grade student work, and provide feedback on student work.
3. Clear expectations for student engagement in e-learning as defined in the plans. Alternate plans for supporting students without regular access to the internet will also be developed.
4. Students will be provided with paper packets if needed.
5. Assignments will focus on building key skills and reviewing content. They will be manageable in length.
 - For grades PK – 5, each assignment should not take more than 15-20 minutes to complete.
 - For grades 6 – 8, each assignment should not take more than 30-40 minutes to complete.
6. Materials needed to complete assignments will be limited to general school supplies.
7. If students do not complete the assignments/participate in a good faith effort to complete their work during the school shutdown, they will be asked to make up the work. If that does not occur, parents will be notified by email, phone call and letter. Work not completed will be reflected in student's final grade.

Delivery of Virtual and Remote Instruction/Platforms

The following recommendations and guidelines are presented as suggested minimum and maximum times of engagement by each student in remote learning activities:

<u>Grade Level</u>	<u>Minimum</u>	<u>Maximum</u>
Pre K	20 min.	60 min.
K	30 min.	90 min.
1-2	45 min.	90 min.
3-5	60 min.	120 min.
6-8	90 min.	180 min.

- Student assignments will be online
- Paper copies will be available for those students who do not have internet accessibility.
- Assignments will focus on building key skills and/or reviewing content and introducing new materials through appropriate software applications **utilizing any online platform available to both staff and students.**
- Assignments will be manageable in length.
- Teachers will be asked to consider providing multi-day assignments, prompts and hands on non-screen projects that students can work on independently or in groups via video conferencing.

English Language Learners (ELL) Instruction

Any student receiving ELL services will be contacted by the ELL teacher to ensure that technology and connectivity exists for e-learning. The instructional components for ELL students will be as follows:

- Assignments will be focused on building key skills, reviewing content and introducing new materials through Dojo, Google Classroom and any online platform used by the teacher.
- Assignments should be differentiated and adapted according to the ELL goals.
- Progress tracking will mirror ELL goals.

- Opportunities will be provided for teachers and students to check-in virtually or via phone to set goals and action steps.

Language Development for ELL Students

- English language development is a process that will be evaluated through the WIDA Standards/Can Do descriptors and Name Charts for different grade-level clusters.
- Students will be invited to use all their bilingual language skills (listening, speaking, reading and writing) across the curriculum.
- Bilingual development can be assessed through authentic projects, publications and performances.
- Opportunities will be provided for students to interact with parents, through interviewing, storytelling and creating, in the student's home language.

Demonstration of Content Knowledge

- Students will be given the opportunity and freedom to show what they know in content areas in multiple ways to include; projects, products, and performances.
- Student will be given opportunities to demonstrate their understanding separate from their level of English language development.

ELL Communication Plan

- ELL teachers will contact each student and their family to discuss the ELL program and to discuss how instruction will be delivered.
- E-learning via Google Hangouts will be utilized for each ELL student.
- Any parental concerns will first be handled by the ELL teacher and if not resolved will be addressed by the principal.

Meeting the Needs for Digital Access

The district, through their teachers and administrators, will continue to assess the needs for students relative to digital access through the following procedure:

- Teachers will determine if there are any students who are not able to complete assignments due to the lack of technology resources or internet access.
- Teacher will inform the administration of any students who may need assistance in acquiring these resources.
- The administration will reach out to parent to determine what is needed to ensure that students can work in a digital environment.
- The administration will provide whatever resources are necessary to include; chrome books or hotspots.

Measuring Student Learning (Grading and Assessments)

Assessment and grading are an important part of the learning process. This information is important to teachers in evaluating student progress, monitoring student learning and communicating to parents where students are relative to the state learning standards.

For this reason it is the intent of the school district to maintain the same grading structure during distance learning as would be used if students were in school. Tests, Quizzes and classwork will continue to count in the same degree and student progress will be entered on a regular basis into Oncourse so that parents can monitor their child's academic growth. Grading will be based on established grade level learning submitted by each student.

Attendance

The Alloway Township School District will adhere to its current Attendance Policy. In accordance with this policy, a student's absence from school will be excused or unexcused (counting towards truancy).

Students that are absent from school for any reason are responsible for the completion of assignments missed due to their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility , or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level.

Students shall be subject to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4.

Attendance will be taken when students sign into video lessons and through the submission of assignments.

Procedure for Non-Communication/Non-Participation

The Alloway Township School District has established the following protocol for students who have not communicated with the district or participated in completing assignments.

- Teaching staff will make every effort to contact all families/students on a regular basis to maintain open lines of communication.
- These contacts can be done using email, phone calls, and social media.
- If teachers are not able to establish contact with a family, administration will be informed.
- These students will be referred to the I&RS committee who will attempt to contact these students and/or parents.
- If not successful, state police wellness checks may be requested.
- Non-participation letters will be sent to families of students who have not completed any assignments.

SPECIAL EDUCATION SERVICES

In the event of a school closure, the following protocols will be implemented for all special education students.

- Continuation of services for students with an Individual Education Plan (IEP) or a 504 Plan, as well as providing mental health support to students remotely.
- Instructional accommodations and modifications will be made to the best of our ability. Teachers will utilize technology resources that are adaptable to the individual student's needs.
- IEP's have been written with flexibility in relation to service minutes. Related services (PT/OT/Speech/etc.) will provide activity information for their students. Missed minutes of service will be made up on a case by case basis when regular school services resume.
- Any evaluation or conference that can be rescheduled after regular school services resume will be rescheduled. Time-sensitive evaluations or conferences will be held via phone or video conference.
- Child Study Team members will check in on a schedule determined by the superintendent.

Special Education Instruction

The basic guidelines for all special education instruction will be based on the following:

- IEP's remain in place and should direct all student remote learning efforts.
- Structure and consistency will be emphasized for all students with special needs.
- Resources will be viewed from a very broad perspective.
- Student's ability to achieve growth in all capacities will be affirmed.

Adapting to the Virtual Environment

- Instructional accommodations and modifications will be made as needed.
- Teachers will leverage technology resources that are adaptable to individual student's needs.
- IEP's will be written to provide flexibility if remote learning is necessary.
- Assignments should be differentiated and adopted according to IEP guidelines.
- Students will continue to be supported by the classroom teacher, special educational teacher and any instructional assistants that are assigned or available for support.
- Progress tracking will mirror IEP guidelines.

Communication and Follow-Up

- Any evaluation or conference that can be rescheduled after regular school services resume will be rescheduled. Time sensitive evaluations or conferences will be held via phone or video conference.
- Daily check-ins for students, child study team members, school psychologists, social workers, etc., will occur daily or on a schedule determined by the CST director.
- Staff are asked to check school email at least once per day and respond to parent communication within 24 hours.

Procedures for Virtual Meetings

- The CST and teachers are using Google Hangouts as a means to conduct all staff and parent meetings.
- If parents do not have the ability to use Google, phone conferences will be scheduled.
- All initial eligibility, EDM's and reevaluation meetings will be held in the same manner.

- All annual review meetings that cannot be held, due to parent request will be rescheduled.
- The above procedures apply to in-district and out-of-district students.

Out of District Placements

- The child study team will maintain constant communication with all out of district student placements to ensure that students are continuing to receive the level of services as outlined in their IEP.
- Case managers will regularly communicate with the out of district school in order to keep track of the student's performance and to make sure that there are no barriers inhibiting the student's ability to succeed.
- If case managers are not able to communicate with the school they will contact the parent directly.
- The Business Administrator will be responsible for communicating with the appropriate transportation companies regarding transportation services for all out of district students. The Business Administrator will inform the appropriate schools of all school closures and dates for school reopening's.

GUIDANCE SERVICES

Check-ins for students receiving regularly scheduled services from the guidance counselor will occur at least every other day or on a schedule determined by the guidance counselor.

RELATED SERVICES

For students receiving Related Services, the following options will be offered:

- Calendar assignments and packets for speech practice provided through a Speech and OT virtual learning website specifically designed for students receiving these services.
- OT and PT practice through the use of informational packets sent home with students.
- Related services including, but not limited to, occupational therapy, physical therapy, social work services, and speech-language services will be provided through electronic communications, virtual, remote, or other on-line platform, as appropriate and as required by the student's IEP to the greatest extent possible. (As provided by the New Jersey State Board of Education).
- Upon the completion period of distance learning, the child study team will make a determination regarding the need for possible compensatory services. This determination will be made based on the students levels of performance and projected levels of regression.

ACCOMMODATIONS FOR FREE AND REDUCED FOOD SERVICES

- In the event of a school closure, students who are part of the district's free and reduced food service program are eligible to receive lunch on a daily basis.
- There will be a designated drive-up area to pick up a bagged lunch.
- Parents will be notified of the times that pick up will be available. In the event of necessity, arrangements will be made to deliver food to those who are unable to pick up.

NJ Department of Agriculture Information:

SFA Name: Alloway Township

Agreement #: 03300060

Date Meal Distribution began: March 16, 2020

Date Meal Distribution will end: To Be Determined upon School Re-opening.

Schools/Site where distribution of meals will take place: Alloway School kitchen door on north side of school. Social distancing procedures will be followed. Meals will be placed outside for parents to pick up.

Meals to be claimed for reimbursement per day: Lunch

Method of Distribution: Meals will be picked up by parents on Mondays from 10:00 am to 12:00 pm.

Days: Monday

Time: 10:00 am to 12:00 pm

Meal Content:

Lunch: Cold sandwich, fruit, veggie, milk and juice.

Meal Counting: A daily meal count roster will be maintained.

Meal Claiming: Production sheets are maintained. Claiming will occur as per federal guidelines.

Food Safety Requirements: All HAACP procedures will be followed in accordance with the procedures followed during the school year.

COUNSELING AND NURSING SERVICES

- The school guidance counselor will be asked to check in with students on a regular basis throughout the length of time that the school is closed.
- The school nurse will be asked to keep track of the health issues parents share regarding students during the time that the school is closed.
- Related services including, but not limited to, counseling and school nursing services, will be provided through electronic communications, virtual, remote, or other on-line platform, to the greatest extent possible. (As provided by the New Jersey State Board of Education).

FACILITY PLAN

The following plan has been developed to ensure that the school facility is properly maintained during any extended school closure:

- The school business administrator will be responsible for coordinating all school cleaning efforts.
- The custodial staff will conduct a thorough cleaning of the school building immediately after it is determined that there will be an extended school closure.
- The business administrator will develop a work schedule that will ensure there is a custodial staff member assigned to work in the school on each day that there will be staff in the building.
- The business administrator will ensure that all custodial staff have been trained to use effective cleaning and disinfecting procedures.
- Access to specific areas (entrance, bathrooms, and classrooms) will be limited to ensure that the building can be effectively maintained.
- Fobs for all staff members, excluding those who are essential employees, will be deactivated in order to limit access and to ensure that areas are properly cleaned when staff are in the school.
- Any person entering the building, except for essential employees, will be required to wear a mask.
- The custodial staff will continue to clean all “high touch” areas and areas utilized by essential employees, on a daily basis.

SUMMER PROGRAMMING PLAN

The Alloway Township School District offers an Extended School Year program to selected special education students based on the student’s IEP. Below are the procedures that will be followed to ensure a safe learning environment for all students and staff.

- Prior to June 1st, the school administration will make a determination as to whether the ESY program will be offered in the school building or through Virtual Learning.

- If the ESY program will be offered in the school building, normal procedures for scheduling the appropriate classes and assigning students will be followed.
- If the ESY program will be offered via remote learning, parents will be informed prior to June 1st and parents will be informed of the student schedules prior to the end of the regular school year.
- The Child Study Team will be responsible for the selection of staff and the assigning of students to the appropriate classes.
- The assigned teacher will communicate with parents regarding the daily schedule which will include small group instruction via Zoom, individual support with the assistance of the instructional aides and independent assignments for the students to complete.
- Assignments will be differentiated and adopted according to IEP guidelines.
- Teachers will leverage technology resources that are adaptable to individual student needs.

21st Century Programing Delivery

- The Alloway Township School District will continue to deliver Career Ready Practices, Career Awareness, Exploration and Preparation via our virtual instruction and infusion throughout the curriculum.

Assessing Learning Loss

- Multiple forms of assessment will be utilized when students return to school to determine students' learning progress and/or loss.
- These multiple forms will include diagnostics, formative assessments, student work, conferences and parent feedback.
- The CST will work to identify the most vulnerable students (students with special needs, IEP's, ELL, students who are homeless or live in temporary housing) to determine and prioritize their needs.
- The CST will assess the capacity of structures outside of the regular school day, such as summer learning options, extended day, and after school

programming which could possibly be used to support students in need of learning recovery.

STEM

- The district will utilize all possible funding sources (federal and state) to support remote learning for those students who may possibly experience some level of learning loss.
- The district will provide necessary support and instruction for the use of available technology for those students who are not comfortable with this technology.

Title I Extending Learning Programs

- All Title I teachers will be available to support students who may experience learning loss during the remote learning period.
- Title I teacher will reach out to the parents of all identified students to schedule a weekly meeting time.
- Title I teachers will offer supplementary instruction as well as assistance with daily classroom assignments.

ESSENTIAL PERSONNEL

The following individual are determined to be essential and could be asked to report to school at various times:

- Superintendent, Business Administrator, Business Office Staff, IT Staff, Custodial Staff, and Administrative Assistants as needed.

DISTANCE LEARNING CONSENT FORM

Due to the nature of Distance Learning and the need for teachers to communicate with their students via live video, parents will be asked to complete the attached Distance Learning Consent Form. The letter below will be sent to all parents.

Dear Parents:

With the transition to Distance Learning instruction, it has been recommended that we implement the attached Distance Learning Consent Form to ensure that both the district and parents are aware of the expectations relative to the use of live online classroom lessons and teacher videos. We ask that you review this document which has been prepared for this purpose.

Please note that if you are in agreement with the provisions outlined, no further action is necessary. If you are not in agreement then please note the action that must be taken.

Thank you for your attention to this matter.

Distance Learning Consent Letter

Dear Parents/Guardians:

Please note that this is a negative Consent Form. If you are in agreement to the provisions listed below, no further action is necessary. Your non-response will be recorded as approval.

If you are not in agreement with the provisions listed below please email: lodgee@allowayschool.org indicating your child's name and the word "no". Independent learning assignments will be provided in order to fulfill the academic requirements for each subject area.

Thank you.

The District takes the privacy of student information seriously and complies with state and federal laws regarding privacy of student information, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the New Jersey Pupil Records Act (NJPR).

During the COVID-19 school closures the District is using technology and software applications provided by a third party that students, parents/guardians and/or staff access via the internet for purposes of instruction, assessment, and communication (“online educational services”). These programs will allow not only for the teaching staff to provide online lessons, but also for teaching staff and students to engage in a live online classroom and/or related services via a video or audio conference. The District is utilizing this technology to provide your child the best access to their classroom and teachers during this unprecedented extended period of school closings.

In order to maximize the District’s utilization of technology, to go beyond providing lessons to each individual student, the District will be moving forward with providing students access to a virtual classroom, wherein lessons and related services will be delivered via a live video stream to your child’s entire class or group for related services. The District requests your consent for your child’s participation in whole-class or group instruction and/or related services through live video conferencing. This consent will allow your student to participate in the District’s Online Educational Services platform to access whole-class or group instruction and/or related services through a live stream video, in which the other students in your child’s class or group will also be participating on in their homes.

The third-party software and applications used by the District employ privacy settings so that the data shared over the applications is protected. Thus, the District has ensured that your child’s data as shared over these programs and safe and secure, to the extent that the third party provider guarantees data security.

Additionally, the District actively monitors student activity on the District’s Online Educational Services and makes every effort to protect student information by, among other things, maintaining control of, and access to, the data collected; prohibiting re-disclosure of student information; limiting the purposes for which Online Service Providers may use student information; ensuring there is no advertising and that no student information is collected for commercial purposes. Further, all student use of the Internet must comply with the District’s established Acceptable Use Policy which is available on our District website as well as in our student/parent handbook.

It should be noted however, that there are limitations on the District’s ability to monitor everything that is seen or heard in a student’s home, as there may be other individuals in the home or place of instruction while each student is participating. Therefore, the District must rely on parents and guardians to assist the District, in its efforts to provide the best possible instruction during this period of closure, by taking reasonable measures to protect the privacy rights of all students.

Therefore, by agreeing to this consent you agree to make every possible effort to ensure that the privacy of virtual learning and related services are maintained. As to related services, you will take particular care in ensuring that other minors in your home (or non-caretakers) do not hear or see the sessions and that to the extent you hear or see the sessions that you do not share any information regarding the identity of other students in the group or the contents of the discussion.

If in agreement with the above, no further action is needed. Your non-response will be recorded as approval.

If not in agreement with the above, please email: lodgee@allowschool.org indicating your child's name and the word "no". Independent learning assignments will be provided in order to fulfill the academic requirements for each subject area.

Board Approved: April 28, 2020

Board Approved (revised): May 26, 2020