

NEW PROVIDENCE SCHOOL DISTRICT

***Pandemic Preparedness Plan
(Public Health-Related Emergency School Closure)***



**Developed by:
New Providence
School District
March 20, 2020**

New Providence School District Student Data

The New Providence School district serves a total of 2410 students enrolled two (2) elementary schools, one (1) middle school and one (1) high school in regular and special education programs. The Pre-K program consists of 43 students in total, with 20 General Education students, and 23 receiving Special Education Services. The student population consists of; 19.1% Asian, 1.6% Black/African- American, 7.0% Hispanic, 0.1% American Indian/ Alaskan Native, 3.7% Multi-Racial, 0.1% Hawaiian Native/ Pacific Islander, and 68.2% White.

The New Providence School District is composed of 3.3% Economically Disadvantaged Students, 1.6% English Language Learners, 0% homeless, and 0% students in foster care, and 0.1% are Military-Connected. The District services 273 Special Education students, and 21 students with Speech Pathology services, totaling 294 students eligible for and receiving services.

PANDEMIC PLAN (Public Health-Related School Emergency Closure)

According to the NJDOE guidance regarding public health-related school closure, the New Jersey Department of Health (NJDOH) or the health officer of the local jurisdiction will notify the Superintendent of the health emergency. The Superintendent, in consultation with the Board of Education and local officials, will determine the need to close schools. If the decision is made to close schools, the Superintendent will follow the established process for closing schools. In addition, the Superintendent will inform students, parents, and the community of any other matters surrounding these particular school closings through letter, the district website, NPTV, and/or the School Messenger emergency notification system.

The Superintendent will continue to utilize the emergency school closing notification procedures until the Superintendent, in consultation with the Board of Education and local officials, has determined that schools can reopen.

When the decision is made to close schools, only designated staff are permitted on school grounds. Schools will remain closed to the public until further notice.

Preparations in Advance of a Potential School Closing

The Superintendent will provide the parents and staff with advanced communication about the potential for school closing. The Superintendent will assemble staff to create a district-wide online learning plan to maintain the continuity of instruction. Staff may include, but not be limited to administrators, department heads, and the technology department.

The Head Custodian for each school will ensure there are additional cleaning supplies available to thoroughly disinfect the entire facility.

The attendance officer at each school will monitor student attendance and report trends to the administration.

The school nurse will monitor student and staff illnesses and report this information to the building principal as needed.

Instructional staff will prepare to implement a long-term online learning plan. Non-instructional staff (i.e. counselors, CST, etc.) will prepare to work from home with administrative responsibilities.

The technology department will provide the teachers with a “how to” guide for communicating and using all available online resources to facilitate the online learning plan.

The administrative staff will evaluate the need to cancel pending field trips, school events, or athletic events. Trips/Events will be canceled only after careful consideration of the current circumstances, and the strategic need to safeguard the health of the students and staff.

Operational Procedures in the Event of a School Closure

In the event of an emergency, schools will be closed to everyone except for specific staff members as determined by the Superintendent. Whether working from home or reporting as usual, **all staff will adhere to their daily contractual hours**. All schools will be closed to the public until further notice. The Board of Education offices will remain open for the duration of the school closure, at the discretion of the Superintendent. Depending on the circumstances, the Superintendent may direct additional staff to work from home. All staff will continue to enter their absences into Aesop as usual.

Personnel (Responsibilities)

Administration (14 Essential Personnel)

All administrators will report to work as usual, unless otherwise directed by the Superintendent. Central office administration will continue to support the daily operation of the school district and support the building level administrators with the implementation of the online learning plan. The building level administration will communicate with parents and staff to ensure the successful implementation of the online learning program. Principals will send families the details of the online learning plan for individual grade levels. Building level administrators will collaborate with the teachers to implement the online learning plan.

Business Office (5 Essential Personnel)

The Business Administrator/Board Secretary will oversee payroll to ensure service is not interrupted. All business office personnel will continue to perform their normal duties to maintain the operation of the District.

Teaching Staff (225 Essential Personnel)

The teaching staff will work from home. They will collaborate with their colleagues and the administration to implement the online learning plan. All teaching staff will be available to meet as directed via remote conferencing software or telephone conferencing. Depending on the circumstances, specific staff members may be required to report to their school or the board of education offices as directed by the Superintendent.

Teachers will be available to students and families during normal school hours. They will provide new instructional resources to students in accordance with how often the class is scheduled (i.e. daily, weekly, etc.). Teachers will provide online office hours or tutorial time via online conferencing software regularly.

Custodial/Maintenance (24 Essential Personnel as determined by Supervisor)

The custodial and maintenance staff will be assigned to an A day and B day schedule. Each schedule will report for one week and then rotate. The Head Custodian for each building will oversee a rigorous cleaning plan for the entire facility. All custodians will work the day shift only. For a long-term school closing, the custodial and maintenance staff will work on special projects as determined by the administration.

Building Based Secretaries (9 Essential Personnel as determined by Principal)

All building based secretaries will work from home. They will monitor student attendance daily and log student absences into PowerSchool. Building based secretaries will access their email regularly and respond to parent inquiries as needed. They will communicate with their building administration daily. Building based secretaries may be required to report to their school or the board offices as directed by the Principal. They will complete special projects as determined by the administration.

Central Office Secretaries (6 Essential Personnel as determined by Supervisor)

All central office staff will report to work as usual, unless otherwise directed to work from home by the Superintendent. They will support the administration as normal with the daily operation of the school district. Central office staff will work on daily responsibilities and special projects as directed by the administration.

Child Study Team Members (*Essential Personnel*)

All school psychologists, social workers, LDTCs, and related service personnel will work from home. They will continue to perform their responsibilities of their positions remotely using teleconferencing and video conferencing technology to communicate with families, conduct meetings, and provide services. Child Study Team members will collaborate with the instructional staff to provide services to students.

Technology Department (*7 Essential Personnel*)

The technology department will report to work as usual unless otherwise directed to work from home by the Superintendent. They will support the technology needs of the teachers, administration, and students regarding the online learning plan. For a long-term school closing, the technology department will work on special projects as determined by the administration.

Communication Plan

Board of Education

Members of the Board of Education will communicate with central office administrators via cell phone, email and online conferencing software. Committee meetings and other Board responsibilities will continue as scheduled, unless otherwise directed by the Superintendent.

District Staff

The administrative team will meet daily using an online conferencing software during the first week of the home learning program. Thereafter, they will meet regularly as determined by the Superintendent. Individual administrators (i.e. Principal, Assistant Principal, Central Office) will communicate daily as needed using cell phones, email, and online conferencing software. All regularly scheduled meetings (i.e. faculty, curriculum, department, grade level, etc.) will continue using online conferencing software. Teachers will collaborate with their colleagues and building level administrators using email, cell phones, and online conferencing software.

Students and Families

Building Principals will broadcast information to families weekly. This information may include details about the online learning program, character education activities, or uplifting messages. Each school will post current information on their website. Building level administrators and teachers will respond to parent inquiries within 24 hours using email, phone, or online conferencing software.

Emergency Online Learning Plan

The building administration for each school will communicate directly with all teaching staff to facilitate the long-term online learning plan to maintain a continuity of instruction. In advance of a school closure, teachers will prepare educational resources to provide instruction from home. Instruction will be delivered via the use of Google Classroom, online video conferencing, and the District website. Students who do not have internet access will be given paper packets of equal assignments. Teachers will update their assignments regularly, following their normal schedule for all courses. Teachers will check their school email regularly and communicate with parents and students regarding school work. Teachers will be available via online conferencing software to answer student questions and provide tutorial support. Teachers will continue to provide modifications and accommodations to students in compliance with their 504 Plan or IEP. Principals will send home a parent letter detailing the specific online learning plan for individual grade levels.

Internet Access

Each school will conduct a survey to determine which families do not have internet access or a suitable device to participate in the online learning program. Families without internet access will be provided with hard copy resources equivalent to the resources posted online. In addition, District staff will work with these families to enroll them in the free wifi program for low income families sponsored by Comcast. The District will continue to accommodate families with limited or no internet access.

Grade Specific Information for Online Learning

Grades 7-12

Teachers will use Google Classroom and teacher webpages to provide resources and assignments to students for online learning. Students will use their district issued iPad to access teacher prepared resources, submit assignments, and communicate with teachers. Teachers will submit graded assignments into PowerSchool in accordance with regularly established timelines.

Grades 5-6

Students will be allowed to take home their school based iPad for the duration of the school closure. The building principal will create an iPad sign-out sheet to account for all devices. The technology department will provide each student with an iPad charger for home use. Students will use their district issued iPad to access teacher prepared resources, submit assignments, and communicate with teachers. Special area teachers will provide resources and assignments to students following their regular weekly schedule. Teachers will submit graded

assignments into PowerSchool in accordance with regularly established timelines.

Pre-K – Grade 4

Teachers will use Google Classroom and teacher webpages to provide resources and assignments to students for online learning. The building principal will create an iPad sign-out sheet to account for all devices. The technology department will provide each student with an iPad charger for home use. Students will use their district issued iPad to access teacher prepared resources, submit assignments, and communicate with teachers. Special area teachers will provide resources and assignments to students following their regular weekly schedule. Parents will communicate with teachers via email regarding inquiries about school work. Teachers will direct students to submit completed work online or maintain a portfolio of completed school work to submit when schools reopen.

Special Education and Related Services

Child Study Team Meetings

Meetings for annual review, reevaluation, and initial IEP development will continue to be held in compliance with mandated timelines. Parents will be given the option of participating remotely by teleconference or videoconference. All meetings will be available to parents in their native language using the services of remote translators where appropriate. Meetings will be attended by all necessary staff including case managers, CST members, teachers, related service providers, or other school officials. In the event that parents are not able to attend meetings, or meetings are held remotely, the case manager will provide a copy of the proposed IEP to the parents via mail or email. Meetings that cannot be held, either due to a lack of required information or mandatory parental consent, will be rescheduled when school is reopened. Reports or assessments, when applicable, must still be provided to parents 10 days prior to a meeting. The Director of Special Services will continue to finalize all IEP documents.

Evaluations

In-person evaluations will not be conducted during this time of social distancing. These evaluations will be promptly resumed once schools are reopened. Reports of previous testing will continue to be completed, sent to parents within the required timelines, and provided to Central Office for filing.

Related Service Sessions

Related service support will be provided based on each student's IEP including speech, counseling, occupational therapy, physical therapy and TOD services. Services will consist of contact with the student and parent by phone or with online conferencing software, with the provision of tasks and assignments for home completion where appropriate. Medically fragile students, when appropriate and indicated by medical professionals, will continue to have access to nursing services. Related Service personnel will maintain a log of sessions conducted for the duration of the school closure. Additional resources and materials to enhance support of student growth in related services areas will be provided to parents as appropriate. Upon the reopening of school, students will be reassessed for regression, and a determination for the need for the method of providing compensatory education will be made.

Student Accommodations and Modifications

Case manager for each student receiving special education services will communicate regularly with the student's instructional teachers. The case managers and the instructional teacher will ensure that all accommodations and modifications are provided to each student as written in their IEP.

Out of District Students

In the event of a long-term school closure, the Superintendent will determine if it is safe to send our out-of-district placement students to school. If it is deemed safe to send our students to their receiving schools, the Director of Special Services will coordinate transportation with vendors to ensure there is no interruption of services. If it is necessary to keep our out-of-district placement students home, the Director of Special Services will coordinate the continuation of instruction and related services with each of the receiving schools. If the receiving schools do not have an adequate online learning plan established, the Director of Special Services will facilitate the delivery of instruction and related services with District Staff.

Free Lunch Services

Families of students who are eligible for free lunch services will be contacted to determine if they want to receive free lunch during an extended school closure. Families that decline food service will be given the option to begin receiving food services at any time. The District's food service provider will prepare shelf stable meals and deliver them to the high school front vestibule at 11:00 am every Monday. Families will pick-up five (5) meals every Monday to cover student lunch for the week. The District will monitor the need for families to receive this service weekly.

English Language Learners

The English as a Second Language (ESL) teachers will identify students who require a personal mobile device to maintain a continuity of instruction. These students will be issued a district owned iPad complete with applications to deliver individualized instruction. ESL teachers will provide instruction to their students via our online learning plan.