

**Haddon Township Emergency Preparedness Plan  
For School/Building Closure Related to COVID-19  
Last Updated: March 25th**

**Definition of Remote Learning**

1. A minimum total of 10 hours per week of remote learning opportunities will be provided for each student
2. All instruction and activities will be developmentally appropriate
3. Students and parents will have electronic access to teachers each day during the school week (each teacher will have two hours each day of “office hours”)

**Closing Schools**

1. We transitioned to remote learning for students as of Wednesday, March 18<sup>th</sup> in compliance with Governor Murphy’s order for schools to be closed “indefinitely” as of that date.
2. We were in consultation with the Department of Health per the March 13 guidance memo from NJ DOE (memo link below)
  - a. <https://www.nj.gov/education/broadcasts/2020/mar/13/Supplemental%20Guidance%20Regarding%20Requirements%20for%20Public%20Health-Related%20School%20Closure.pdf>
  - b. The DOE indicated its willingness to count remote learning opportunities toward the 180-day requirement per the March 13, 2020 memo and the March 5, 2020 memo (link below)
    - i. <https://www.nj.gov/education/broadcasts/2020/mar/05/Guidance%20Regarding%20Requirements%20for%20Public%20Health-Related%20School%20Closure.pdf>

**Time to Prepare, Train (Schedule) and Practice**

1. Overview:
  - a. Monday, March 16: Professional development provided for all staff on associated Learning Management Systems (Google Classroom and SeeSaw). Also provided planning/preparation time for staff to develop 10 days worth of at-home remote learning lessons/activities for each class and subject area(s).
    - i. The expectation was that by the end of March 16, each teacher would be prepared with plans for two weeks of independent student work. All work had to be accessible to all students regardless of internet/device access. Plans were shared and reviewed with special education teachers, ensuring alignment with standards and IEP and 504 expectations going forward.
    - ii. All classes, courses and grade levels were addressed, including related

- arts classes (gym, physical education/health, art, music), electives, English Language Learner classes, and intervention classes (reading and math where applicable)
- iii. Use of Google Drive was also addressed and supported
- b. Tuesday, March 17: Professional development on Zoom (audio/video conferencing, screen casting), along with Google Classroom and Seesaw as needed
  - i. Open support sessions were provided on the above topics for staff
  - ii. Time to research other on-line resources was provided in order to prepare for a longer closure should that occur

**Training Needs Addressed**

1. Google Drive
2. Google Classroom (Learning Management System)
3. SeeSaw (Learning Management System)
4. Zoom (screencasting and audio conferencing)
5. Time to prepare two weeks of student work

**Technology / Internet Access**

1. Students in grades 3-12 have access to district-assigned iPads as part of the 1:1 initiative.
2. Survey for staff and students was completed prior to closure (computer/device at home, Internet at home)
  - a. Staff – completed via Google Form
  - b. Preschool, K-5 - paper surveys sent home and returned to school, follow ups from the school as needed
  - c. 6-12 – Students completed via Google form, follow ups from the school as needed
3. Paper provisions for any students without access were made.
  - a. Any students in preschool-12<sup>th</sup> grade without internet or device access have paper access to all lessons/activities (packets prepared and delivered to homes)
4. We have helped to ensure internet and access to families without
  - a. Additionally, information will be provided to parents/guardians about how to access Comcast's Xfinity wi-fi (available at no cost)
  - b. Based on the survey responses and school outreach to families, a district-issued device was provided to those families without device access
5. On-going technology support:
  - a. We have set up a "Tech Center" where students can have iPad repaired.
  - b. The existing Trouble Ticket system for faculty and staff was opened up to students and their families (Hours: 8am-8pm M-F)

### **Instruction - General**

1. Pre-School – Grade 12
  - a. We will continue to provide hard copies for lessons/activities as needed at home. A learning management system for each class is in place (Google Classroom or Seesaw) so that assignments can be pushed out to students electronically.
  - b. As long as all students have internet/device access, when new on-line resources are introduced, directions will be provided to the student for items such as how to log in, complete, and submit of work.
2. All students in a grade level, course, or subject will receive consistent, on-going learning opportunities.
3. Provisions have been made for students who do not have technology available at home, including:
  - a. Supplying students with devices
  - b. If devices are not available, providing hard copy packets
4. Differentiated instruction will be provided where necessary on all grade levels in order to meet the needs of students.

### **Instruction - Middle and High School**

1. General
  - a. Because of our existing 1:1 iPad initiative, all students in grades 6-12 have a district issued iPad. Teachers and students have been/will be given access to Google Classroom and/or Seesaw (Learning Management System) for assignment posting, submission of work, and teacher feedback.
  - b. During the first two weeks of closure, we will provide review/reinforcement opportunities in ELA, Math, Social Studies, Science, and electives.
  - c. After 2 weeks or as teachers are ready, we will provide opportunities for new learning and practice (“enhanced remote learning”) that extend beyond review and reinforcement tasks.
  - d. Note: Wherever possible, teachers will use technology (websites, software etc), already introduced and used with students in the classroom. New technology, subscriptions and software will be introduced where necessary and appropriate along with directions for how to utilize effectively as part of “enhanced remote learning.”

### **Instruction - Elementary Grades 3-5**

1. General
  - a. Because of our existing 1:1 iPad initiative, all students in grades 3-5 have a district issued iPad. Teachers and students have been given access to Google Classroom and/or Seesaw (Learning Management Systems) for assignment posting, submission of work, and teacher feedback.

2. ELA (Reading and Writing), Math, Social Studies, Science
  - a. Short Term: 10 days of prepared, non-interactive activities focused on review
  - b. Long Term: We will infuse Zoom or other screen casting software, as necessary, to provide instruction. This will be done in conjunction with the introduction of new software and internet-based learning platforms and sites (ex. NewsELA, IXL, Mystery Science, Scholastic Reading etc.)
3. Other content areas
  - a. Other content areas will plan two weeks (art, music, health/pe, Spanish) of activities.
  - b. Intervention - activities posted for students for both short-term and long-term work
  - c. ELL - activities posted for students for both short-term and long-term work

### **Instruction - Elementary Grades K-2**

1. General
  - a. All assignments are developmentally appropriate for students
  - b. Access to Google accounts (including Gmail) was provided to parents during the week of March 9th.
  - c. Where it had not been done prior to school closings, teachers supported their students/families in gaining access to the selected Learning Management System (Seesaw or Google Classroom).
2. ELA (Reading and Writing), Math, Social Studies, Science
  - a. Short Term: 10 days of prepared, non-interactive activities focused on review
  - b. Long Term: We will infuse Zoom or other screen casting software, as necessary, to provide instruction. This will be done in conjunction with the introduction of new software and internet-based learning platforms and sites (ex. NewsELA, IXL, Mystery Science, Scholastic Reading etc.)
3. Other content areas
  - a. Other content areas will plan two weeks (art, music, health/pe, Spanish) of activities.
  - b. Intervention - activities posted for students for both short-term and long-term work
  - c. ELL - activities posted for students for both short-term and long-term work

### **Instruction - Preschool**

1. General
  - a. All assignments are developmentally appropriate for students
  - b. Access to Google accounts (including Gmail) was provided to parents during the week of March 9th.
  - c. Where it had not been done prior to school closings, teachers supported their students/families in gaining access to the selected Learning Management System (Seesaw or Google Classroom).

2. ELA (Reading and Writing), Math, Social Studies, Science
  - a. Short Term: 10 days of prepared, non-interactive activities focused on review
  - b. Long Term: We will infuse Zoom or other screen casting software, as necessary, to provide instruction. This will be done in conjunction with the introduction of new software and internet-based learning platforms and sites (ex. Scholastic Reading, Tumble Books etc.)

### **Grading**

1. The district will identify how students will receive “credit” or “grades” for completed work and share that information with students going forward.
2. Work/projects completed will be submitted to the teacher. Directions regarding what is due and when will be provided by the classroom teacher.
3. Assessment of work will be on-going and evaluated by the classroom teacher

### **Cleaning Protocol**

1. Cleaning is being completed in every classroom, including student desks
  - a. Wipe-downs of touchpoints and high traffic common areas are ongoing
  - b. Frequent cleaning of all railings, doorknobs and water fountains continue
2. We have ordered electrostatic spray cleaning devices for facilities
3. Hand sanitizer stations are being installed in localized areas
4. Disinfectant wipes are being made available throughout the district (offices and classrooms)
5. Deep cleaning of district facilities is on-going
  - a. Sign-ins are located on every door to indicate when a room has been cleaned and which rooms need to be re-cleaned

### **Food Service**

1. Bagged breakfasts and lunches are available for pickup at the high school cafeteria for all free & reduced eligible students that reside in the district regardless of where they attend school.
  - a. One bagged breakfast and one bagged lunch is being provided per eligible student.
  - b. Meals will be made according to the National Food Lunch Program and the School Breakfast Program guidelines.
2. Beginning on Monday March 23, 2020 the district will distribute five days of meals for eligible students each week. Meals will be marked with the day of the week so that

students eat them in the correct order, with the freshest foods eaten first.

3. A refresher training for all food service employees on sanitation procedures is being provided by our food service management company.

### **Staff Attendance**

1. Certificated teaching staff will report to work onsite for professional development (March 16th and 17th) and will work remotely beginning March 18<sup>th</sup>. They may access the building individually if needed to support remote instruction.
2. Building administrators and secretaries will work remotely. Individuals will stop into buildings once per week to perform vital functions (mail distribution, etc.)
3. Aides will work remotely on duties as assigned (professional development activities, etc.)
4. BOE staff will work remotely
5. Essential employees will report onsite per schedule that provides for social distancing:  
Superintendent and Business Administrator  
Assistant to the Superintendent  
Director of Technology  
Buildings, Maintenance and Grounds  
Food Service

### **Student Attendance**

1. As relayed in a March 13, 2020 NJDOE Memo, *Guidance Regarding Requirements for Public Health-Related School Closure*, “[a]ny day on which all students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day on which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.” Because such instruction is being provided, all students can be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such instruction during health-related school closures.

### **Communication**

1. General communication to the community will occur through Superintendent’s Office
  - a. A section of district website is set up - all parent letters and resources are posted
  - b. We will use all forms of district communication as needed (email, social media, Blackboard call, website notification, etc.) in order to ensure connectedness with our families
2. General communication to our staff will occur through principals, with prior conversation with the Superintendent
3. Communication about specific child concerns will initially go through principals or

Supervisor of CST

4. Parents were encouraged to communicate with their child's teacher via email although we will collect voicemail messages daily

## Special Education

1. Meeting student needs:
  - a. Special education teachers are developing individualized lessons that are aligned with content standards in order to address student IEP goals. Special education teachers are working closely with classroom teachers to differentiate instruction for the students in the classes they support, specifically with inclusion classes. They are reviewing accommodations and modifications to determine how to meet student needs as they may apply to remote learning.
  - b. For students with 504 plans, teachers are reviewing those plans to determine how accommodations can be met via the remote learning format to the extent possible
2. Evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings:
  - a. To the extent possible, IEP, eligibility meetings, and re-evaluations meetings will occur via teleconference with parental approval. Evaluation plans will be completed to the extent possible. Assessments that involve the student directly, or observation of student, will occur once evaluator-student contact is determined safe.
3. Communication with all parents, including those of students in out of district schools, and contracted providers:
  - a. District communication is sent to all parents of students. The Supervisor of Special Services includes out of district families in all department related communication.
4. Medically fragile students:
  - a. We are awaiting guidance from the NJ DOE on this issue.
5. Related services for students:
  - a. *School counseling* - Counselors are available as a resource to families throughout this process. They will provide activities for students that typically receive in school counseling sessions as appropriate. This will be done on a schedule similar to students' in-school mandates. Counselors may provide tele-therapy pending guidance from National School Counselor organizations and HIPPA considerations.
  - b. *Speech therapy* - Speech therapists are preparing activities and assignments that can be accessed via remote learning. This will be done on a schedule similar to students' in-school mandates. They are working with teachers to support student learning while remote learning is in place. Speech therapists are doing weekly check ins with student learning and are available for consultation with families as needed. Speech therapists will provide tele-therapy sessions for some students.

- c. *Occupational therapy and Physical therapy* - Our OT and PT therapists are sending home activities to support student skills. They are also working with teachers to support student learning and will begin checking in with students as remote learning continues.
6. **Communication with out-of-district schools**
    - a. Case managers are working with out-of-district schools throughout the remote learning schedule to ensure appropriate remote learning is provided to all students. In addition, the supervisor of special services will maintain communication with out of district programs to determine any schedule differences between the district calendar and out-of-district program calendar.
  7. **Transportation for students attending out-of-district schools and when and how to inform vendors if schools close**
    - a. The Supervisor of Special Services will inform vendors and out-of-district programs of school closures and any schedule changes related to remote learning.

**Before and After School Programs (SACC)**

1. SACC is not operational until schools reopen.
  - a. Pro-rated reimbursements for SACC will be issued

**Large Group Gatherings**

1. School Gatherings/Performances:
  - a. Until further notice:
    - i. No field trips
    - ii. No assemblies and no performances will be held (ie spring concert, musical etc.)
2. All events that take place outside of the school day (nighttime shows, concerts, etc.) are cancelled, including Adult School and PTA meetings
  - a. Pro-rated reimbursements for Adult School will be issued
  - b. Once schools reopen, we will look to reschedule or begin scheduling as needed

**Athletics**

1. During remote learning: no practices, captain's practices, scrimmages or games will take place.
  - a. Notice will be provided to students and parents once these events may resume

**Trips and Travel**

1. All field trips cancelled through the end of April (at a minimum)



### Student Return to School

1. We are prepared to offer support for our students to ensure a successful transition back to school
2. While we are engaged in remote learning, counselors are sharing resources with families to help them navigate various social-emotional challenges
  - a. Office hours where counselors are available via email to answer questions and help deal with concerns are available
  - b. Counselors will provide frequent check-ins for at-risk students

### Resource Sharing

1. Haddon Township commits to partnering with other districts and community groups to maximize its ability to meet the needs of its students.

### Addendum #1

Demographic information for the Haddon Township School District, as required by NJ DOE:

Total Number of Students Enrolled (Preschool-Grade 12)	Students with Disabilities	Students Enrolled in State-Funded Preschool	Homeless Students	English Language Learner (ELL) Students	Low Socio-Economic Status Students
2065	18%	0%	0%	.01%	13%

### Addendum #2

Per the New Jersey Department of Agriculture, Districts should provide the following information as part of preparedness plans so it can be passed on to the New Jersey Department of Agriculture in the event the pending waiver request before the United States Department of Agriculture is granted:

- **SFA Name:** Haddon Township
- **Agreement #:** 00701890
- **Date meal distribution began:** March 18, 2020
- **Date meal distribution will end:** Food distribution will be available during the length of the closure as long as the state allows.
- **Schools/Site where distribution of meals will take place:** Haddon Township High School
- **Meals to be claimed for reimbursement per day:** two meals per day (breakfast and lunch)