

**Haddon Heights School District Emergency Closure Plan
for 2019 Novel Coronavirus (2019-nCoV)**

Last Update - 3/23/20

LIVING DOCUMENT

1. Closing Schools

1. Will be ordered by the Dept. of Health. This is not a local decision. Verify – There seems to be some conflicting information about who makes the call?
2. The DOE has indicated its willingness to count online learning opportunities toward the 180 day requirement if the district is shut down by the Dept. of Health.

2. Time to Prepare and Train (Schedule)

1. Professional development for all staff was held on Friday, March 13, 2020.
2. Each teacher is to be prepared with 10 days of plans for students.

3. Training Staff Received on March 13th

- Google Classroom
- Google Hangout
- Khan Academy
- Classworks
- YouTube/Flipped Classroom
- Screencastify
- Digital databases with online classes
- Analysis of primary sources via Google Forms
- Paper content into digital content and posting in Google Classroom
- Hyperdocs
- Google Forms
- Think Central
- Flipgrid
- Nearpod
- Quizizz

4. Technology/Internet Access

1. Students in grades K-12 will have access to a district Chromebook. Pre-K will not be online. Paper copies will be distributed.
2. We have identified and assisted parents that don't have internet access at home.
3. Must make paper provisions for students without access.
4. Investigate public areas in town with internet access (Depends if this is advisable by the DOH).
5. Set up "Chrome Center" where students can have books repaired. (Depends if this is this advisable by DOH)

5. Instruction - General

1. Google Classroom will be used as the backbone of the plan in grades K-12. Pre-K will rely on hard copies.
2. Expectations: 1 lesson per day per subject/course

3. Provision for hard copy work is essential for those who lack access.

Elementary (Grades K-6)

1. Teachers will post assignments and assessments for ELA, math, social studies, science, and special areas using their web page/Google Classroom or other platforms. Each teacher will be required to post for every class, every day.
2. Teachers, administrators, secretaries, nurses, specialists, and guidance counselors will be available during specific office hours via email, classdojo, google classroom, etc.
3. We are in the process of distributing K-2 Chromebooks that will be available for students to transport to and from school beginning on Monday, March 16, 2020. Should a closure occur before Monday, we will have a scheduled time for K-2 parents to pick up Chromebooks.

Jr./Sr. High School (Grades 7-12)

1. Teachers will post assignments and assessments for ELA, math, social studies, science, world language, pe/health, and electives using Google Classroom or other platforms. Each teacher will be required to post for every class, every day.
2. Teachers, administrators, secretaries, nurses, specialists, and guidance counselors will be available during office hours. Teachers will post their times each day on Google Classroom.

Office Hours Pre-K - 12

1. There will be a 2 hour window each day where students can ask questions to staff about their assignments and lessons.

6. Instruction – Elementary, Junior High, and High School

1. We will provide learning and practice opportunities in ELA, math, social studies, science, and all other areas. We define "remote learning environment" as an environment for learning outside of the school building that consists of a minimum of 10 hours of remote learning per week (instruction and/or learning opportunities) where students will have electronic access to staff. Under this learning method, all instruction will be developmentally appropriate.

7. Instruction - Preschool

1. Because of the age level, all assignments will be in hard copy distributed to families.

8. Cleaning Protocol

1. Night time cleaning every classroom, student desk, touchpoints, and high traffic common areas.
2. Constant cleaning of all railings and other touchpoints during the day shift and night shift.
3. Schedule for Vital Oxide machine cleaning.

4. Hand sanitizer stations continue to be added throughout the district. Over 60 new hand sanitizer dispensers have been installed throughout the district in the past 1.5 weeks.
5. All schools have been completely disinfected over the weekend and at the beginning of this week.

9. Food Service

1. Evaluating and discussing guidance from Dept. of Ed or Dept. of Agriculture
2. Haddon Heights is coordinating all efforts and plans with NutriServe to provide lunch for students in need. The district is also coordinating with the sending districts to ensure that lunch is provided for those districts if necessary.
3. Assuming the conditions allow for staff to be in the building and supplies accessible, NutriServe will provide brown paper bagged lunches to be distributed to the community from the high school location. The lunches would be picked up within a certain time frame with the students returning home to restrict groups of students from forming. The district will keep a count of the number of lunches provided to students. NutriServe would utilize Day 1 to calculate the number of lunches that would be needed for the remainder of the days.
4. The district will reach out to non-public schools to welcome all students to utilize this service.
5. Since the district will be utilizing the summer program protocols, the sending districts will provide and keep count of meals to students in their areas. They will have a similar process to distribute the meals to their students.
6. In the event that the sending districts were not able to provide meals, the Haddon Heights School District has arranged transportation to bring bagged lunches to their facilities to ensure all people who need access to meals would have access.

10. Health Concerns

1. School nurse will assess concerns, contact medical professionals, health department, and school doctor, and make recommendations to the principal.
2. School nurse will assess concerns when students and staff come to them. They will take phone calls from parents, and provide the information to the building principal. School nurses will monitor these situations if school is done remotely through email/voicemail.
3. The building principal will contact the School Business Administrator. If he is not available, the Superintendent will be contacted.
4. The School Business Administrator and/or Superintendent will gather all information and call the CDC/DOH for them to provide guidance on the issue. The SBA and/or Superintendent will also inform the county with information. The cell phone numbers will be provided to the CDC for further contact on the issue.

11. Trips and Travel

1. All field trips will be canceled through April 17, 2020. At that time, the conditions will be re-evaluated.
2. All workshops outside of the district will be canceled through April 17, 2020. At that time, the conditions will be re-evaluated.

12. Student Return to School

1. Be prepared to offer support.
2. Be aware that some students may have lost a loved one (counselors monitor).

13. Alternatives to Remote Learning

1. If the district determines that remote learning is not appropriate for the students it serves, the following may be considered:
 - a. Providing paper packets of materials
 - b. Giving paper packets and links to online resources for students in grades K-6.
 - c. Giving electronic assignments, but paper copies of the assignments to students in grades 7-12 (to those that do not have online access).

14. Accommodations for Vulnerable Populations

1. The district is committed to ensuring that it considers all vulnerable populations within the district who may require special considerations to address issues of equity and access.

15. Special Education

1. The district may consider sending home packets for services and checking in with students through Google Meet.
2. The district will require special education teachers to differentiate instruction to meet the requirements of students' IEPs.
3. The district will review all IEP's to maximize the ability to meet the student's needs.

16. Staffing Considerations

1. Staff will be providing instruction remotely from their residency. May be required to report to the school building and/or work from home based upon contractual requirements and capacity. In cases where teachers are actually sick and not able to interact with students remotely or prepare assignments, the district will develop substitute teacher plans.

17. County Remote Learning Environment

1. The district defines a "remote learning environment" as an environment for learning outside of the school building that consists of a minimum of 10 hours of remote learning per week (instruction and/or learning opportunities) where students will have electronic access to teachers. Under this learning method, all instruction will be developmentally appropriate.

18. Attendance

1. For the purpose of identifying a student as "present" the district affirms that if a student is being instructed from home they are present.
2. To the extent possible, the district will try to make sure that at least one teacher has contact with a student every day.

19. Grading

1. The district will identify how students will receive “credit” or “grades” for completed work.

20. Technology

1. For students that have a device, but no internet access:
 - a. The district has partnered with Comcast and other companies to determine whether additional access can be offered to eligible families.
 - b. The district will ensure that students with devices, have devices that are in working order.
 - c. The district will set up a repair center in a centrally located area and will have technicians available on site by appointment (if advisable by the DOH).
 - d. The district will be sending home paper packets for students without a device.

21. Communication plan to inform community of school shutdown

1. In the event of a closure, the district will communicate with parents and the community. Some of the options include:
 - a. Phone blast
 - b. Announcement on website

22. Large Group Gatherings

1. Until instructed otherwise, the decision to continue or cancel after school events will be a day by day decision. However, attendance will remain below 250 students as per the Governor.
2. Once the school closes, all gatherings will be cancelled.

23. Fields Trips

1. All field trips have been cancelled until at least April 17th.

24. Counseling/Social Emotional Considerations

1. Upon reopening, the district will make considerations to provide support around COVID-19 and any possible family related incidents/deaths that students may have experienced during closure.

25. Testing

1. ACCESS testing may be on hold until the school reopens.

26. Athletics

1. The district will follow recommendations in accordance with DOH and NJSIAA guidelines. Once the school closes, all athletic programs will be discontinued.

27. Resource Sharing

1. The district commits to partnering with other districts and community partners to maximize its ability to meet the needs of its students.

28. Equitable access to instruction for all students

1. Teachers of special class programs and pull-out replacement classes have assigned work to students. In-class support teachers are working with the general education staff to ensure students receive the accommodations and modifications as included in the students' IEPs.

29. Overall demographic profile for the district

1. Students with disabilities

Out-Of-District Placement

Kingsway Learning Center	<u>1</u>
Archway	<u>2</u>
The Bancroft School (Mt. Laurel)	<u>1</u>
Berlin Township (DDE Elementary)	<u>1</u>
Garfield Park Academy	<u>1</u>
Gloucester County Special Services (Bankbridge)	<u>2</u>
LARC	<u>1</u>
REAL Transition Academy	<u>0</u>
Y.A.L.E. School	<u>1</u>
Ranch Hope	<u>1</u>

Total OOD: 11

Elementary: 4 Junior High 0

Senior High School: Haddon Heights 1 Barrington 3 Lawnside 3
Merchantville 0

In-District Placement

Atlantic Avenue School (Resource Center)	<u>2</u>
Atlantic Avenue School - (REACH 1)	<u>5 (2 tuition)</u>
Atlantic Avenue School - (REACH 2)	<u>5 (1 tuition)</u>
Atlantic Avenue School - (Preschool Inclusion Class)	<u>7</u>
Atlantic Avenue School - (Preschool Disabled Class)	<u>4 (1 tuition)</u>
Glenview School (Resource Center)	<u>37 (Includes 1 tuition)</u>
Seventh Avenue School (Resource Center)	<u>2</u>
Haddon Heights Junior High School (7-8) (Resource Center choice;1 tuition)	<u>25 (1 school)</u>
Haddon Heights Senior High School (9-12) (Resource Center choice;1 Ed. Stability)	<u>120 (4 school)</u>
Haddon Heights Senior High School REACH A & B	<u>10</u>
Structured Learning Experience	<u>0</u>

Total In-District: 217

+ Total OOD: 11

Total number of special education students: 228

Senior High School

In District - HH 43 (includes 4 school choice, 1 tuition, 1 state responsible); Barrington 35; Lawnside 24; Merchantville 28

Speech Only

Atlantic 10 (pending 7 referrals)

Glenview	11
Seventh	9 (pending 2 referrals)
Jr High	0
Sr High	<u>2</u>
Total:	32

30. Student access to technology

1. All students have been given a Chromebook grades PK-21. In addition, the technology department has established hours for drop-off and pickup for repairs to Chromebooks. Families were also given resources for reduced and/or free internet service

31. Provision of Appropriate Special Education and Related Services for Students with Disabilities

1. Materials and Assignments to Meet Student Needs

To the greatest extent possible students with disabilities will be provided the special education and related services in their IEP. In all of our in-class support settings, special education teachers will plan and consult with general education teachers and ensure the modifications and accommodations are afforded through remote instruction. In all other settings (e.g. pull-out replacement and special class programs), special education teachers will be the primary driver of instruction.

2. Scheduling of Evaluations, IEP Reviews, Eligibility meetings and Reevaluation Meeting

Scheduling of Evaluations and IEP Reviews

- All Child Study Team meetings, scheduled and unscheduled, will continue to be conducted remotely through teleconferencing. If a parent disagrees to this practice, the meeting will be delayed and noted accordingly.

Eligibility Meetings

- When necessary student record information is available, we will complete all aspects of the initial evaluation that can feasibly be completed, other than conducting individual testing of the student, during the school closure
- We will complete the remaining aspects of the evaluation when school reopens, including all necessary assessments/testing
- If all necessary information is completed and available, the Eligibility Meeting will be completed remotely.

Reevaluation Meetings

- Reevaluation can also be waived with parent consent, and requesting and obtaining such consent could occur while schools are closed.

Communication Plan

- The Child Study team will engage parents, providers, and out of district schools in frequent and ongoing communication. The primary means of

these communications will be via email, teleconference, social media, and webpages. Translation and Interpreter services can be used to support communication as needed.

Related Services

- All related services are at first provided remotely through tasks and activities that are directly correlated with the IEP goals of students. Related service providers may also offer parents consultations to provide any assistance or clarification of work assigned. While the NJDOE currently does not authorize the provision of related services through online means, such as videoconference, we are planning to include such a delivery modality through Google Meet in our plans, where feasible and provided parent consent is obtained. Such a delivery modality makes sense in light of the current circumstances; USDOE guidance suggests the use of online means to provide services, and a desire to use available staff to provide appropriate services. This would ensure delivery of services during the school closure.

Compensatory Services

- In accordance with the USDOE and NJDOE guidance, after schools reopen and if it is determined, based on individual circumstances, that a meeting is needed to consider compensatory services for a student, our IEP team will meet and discuss what, if any, services are necessary. The following questions will be considered regarding individual student need for compensatory services:
 - How far has the student regressed in each area?
 - What instruction and/or related services do we need to provide to bring the student to the point where we are able to provide FAPE going forward?
3. The IEP team will consider if these services are needed for a student to receive FAPE moving forward.

32. Communication/transportation with out-of-district schools

- SBA has informed the CCESC of the closure of the Haddon Heights School District. The SBA has informed the CCESC of the closure of schools with OOD placements.
- The CCESC provides transportation to these schools. We will maintain a spreadsheet for all out of district placements (OOD) to provide easy contact with the CCESC commission regarding the closure of our schools. The CCESC will continue to provide transportation to the school if the district is closed.

33. Information for the New Jersey Department of Agriculture

- SFA Name: Haddon Heights
- Agreement #: 00701880
- Date Meal Distribution will begin: 3/16/20
- Date Meal Distribution will end: Upon school opening or 6/30/20

- Schools/Site where distribution of meals will take place: Haddon Heights Jr./Sr. High School, Barrington Schools (Avon Elementary and Woodland Middle School), Lawnside (Lawnside School as part of CEP program), Merchantville (Merchantville School)
- Meals to be claimed for reimbursement per day: (up to two meals, or one meal and one snack, per child per day)
- The district will be providing lunch. The plan is to provide two days of meals on Monday and three days of meals on Wednesday to Haddon Heights and Barrington High School students. Students that reside in Merchantville that attend HHHS will be provided meals on Monday for the week. Students that reside in Lawnside that attend HHHS will be able to go to Lawnside for meals once a week.

34. SFA's method(s) for meal distribution

1. Haddon Heights has applied and has been approved for the Seamless Summer Program. At this time, we will be providing meals to all Free or Reduced students who attend our schools including the sending districts. In accordance with the SSO program, we will maintain a count of all students who collect their meals. We have a spreadsheet of names to verify that the student qualifies for Free or Reduced Lunch.

Currently:

- Haddon Heights is providing meals on Mondays from the Haddon Heights Jr./Sr. High School from 11:00 AM - 1:00 PM. Meals for the entire week will be distributed. Haddon Heights will accept students from any of our sending districts.
- Barrington is providing meals on Mondays to their students at Avon Elementary and Woodland Middle School from 11:00 AM - 1:00 PM. Meals for the entire week will be distributed. Since Barrington has been approved for the SSO program, the Haddon Heights school district will provide Barrington with a list of eligible students and Barrington will claim the meals in accordance with the program.
- Merchantville is providing meals on Mondays to their eligible students at Merchantville School from 11:00 - 1:00. Meals for the entire week will be distributed. Haddon Heights will utilize a bus driver to bring meals for their high school students. If Merchantville is approved for the SSO program, then the Haddon Heights School district will provide them a list of our eligible students, and Merchantville will claim the meals in accordance with the program.
- Lawnside is providing meals on Tuesdays to their students from 9:00 - 11:00 at the Lawnside School. Since they are a CEP district, they are able to provide meals to all residents in their town and not just the free and reduced. Haddon Heights does not need to distribute meals to Lawnside, but we will accept any of their students who come to our district to pick up a meal.

35. Essential Employees

1. Due to the Governor's action to place the state under a stay at home mandate, the Haddon Heights School District has assigned essential personnel, which are needed for various areas for our district to continue to operate during the closure. All staff on this list are in some capacity currently operating remotely a majority of the time, but may need to visit the district office for short periods of time to maintain the buildings, ensure curricular services during remote learning, and manage business operations. Listed below is a listing of the essential personnel and their roles in our operation during the remote learning. The following staff members are needed to ensure the curricular and business office functions continue during the closure by supervising critical areas for the district.

Superintendent, Business Administrators, and Building Principals

- The administrators may be needed if situations arise due to their supervision of their buildings and the curricular needs during remote learning.

Business Office Staff

- The Business Office staff will need to enter the building to print checks for payroll and vendors occasionally.

Technology

- The technology department will have one staff member on site daily in the event technology issues occur for students working remotely. The hours are limited to two hours daily for the technology staff.

Facilities

- Director of Facilities, employees in director's department, and employees with Black Seal licenses
 - The Facilities department will need to be present in the high school while lunches and technology services are needed due to the boilers operating. They will also visit the other buildings daily to ensure the buildings are maintained and operational.

Food Service

- The Director and potential NutriServe employee
 - The food service is providing meals twice a week to those on Free and Reduced lunch.