



Penns Grove-Carneys Point Regional School District

Emergency Preparedness Plan

Revised March 20, 2020

Penns Grove-Carneys Point Regional School District has developed this plan to provide guidance and direction for maintaining essential functions and services during an emergency closing of the school district. The plan serves as guideline to address continuity of operations of the school district, aligned to the requirements set forth by the New Jersey Department of Education (NJDOE) specific to a disease outbreak. The district plan does not replace or supersede any laws or policies. The plan is devised to address academics for all student populations, functions of the essential personnel, instructional methods provided by instructional staff, and meal distribution for our students.

Those requirements include:

- I. Written directive from DOH or Local health Agency ordering closure;
- II. Equitable access to services for all students;
- III. Address provision of appropriate education for Special Ed student;
- IV. Continuity of Guidance and Support Services; and
- V. Provision of school nutrition benefits for eligible students.

Essential Personnel during the Emergency Closing

1. Superintendent
2. Business Administrator
3. District Office Support Personnel
4. Director of Early Childhood and Federal/State Programs
5. Director of Curriculum and Instruction
6. Director of Special Services and CST
7. Director of Food Services
8. Directors of Building and Grounds
9. District Technology Team
10. Building Principals
11. Building Assistant Principals
12. Building Office Secretary

13. Guidance Counselors
14. Cafeteria Personnel
15. Custodial, Maintenance and Grounds Personnel

District and Building Administrator Expectations

1. Review ongoing instructional opportunities being provided, both electronic as well as traditional for students under their supervision and complete ongoing “statement of assurance” (electronic) to the Office of Administration as well as the Office of Curriculum and Instruction.
2. Continually review, between 10:00 AM and 2:00 PM, daily staff to student interactions via email notifications.
3. Develop, if possible, a “rescheduling” plan for all school related activities that have been postponed.
4. Develop, if possible, a “rescheduling” plan for any school related class trips that are postponed.
5. Continually review daily staff to parent/guardian(s) interactions via email notifications. Communicate (phone, email, webpage) with families of students under their supervision.
6. Continually respond to parent/guardian inquiries, emails, and any correspondence in supporting the education, social/emotional aspects of our students
7. Review with content area supervisors all student data information both formative and summative in order to develop a cohesive approach to re-entry upon return for students.
8. Work with data coordinator to review school report card information and develop a comprehensive plan of action to address deficiencies.
9. Continually review ongoing scope of work and responsibilities for all non-certified staff under their supervision.
10. Continually review ongoing scope of work and responsibilities for all custodial functions under their supervision.

11. Continue to work on building/student scheduling for the 2020-2021 school year.
12. Conduct a full school supply audit in order to ensure that 2020 - 2021 projected ordering is accurate.
13. Conduct a full facilities audit to identify all issues/concerns both large and small with the head custodian and provide the audit to the director of facilities, buildings and grounds and the Business Administrator.
14. Continually monitor notifications that are brought and follow all relevant district policies and procedures
15. Update student handbook for the 2020-2021 school year as applicable in consultation with the Office of Curriculum and Instruction and Director of Federal/State Grants.
16. Provide Statement of Assurance to District Directors that instructional staff has completed 14 days of lesson plans for instruction and learning.
17. Monitor Staff Attendance
18. All other duties and responsibilities as assigned by the superintendent of schools or his designee

Academic and Instructional Expectations

Penns Grove-Carneys Point district teachers will prepare home instruction lessons aligned with the standards for a minimum of 14 days. The lessons will have age appropriate activities and handouts for students. Teachers will take into consideration the special populations: students with IEPs, special ed., bilingual/bicultural, ESL. A daily schedule for the parents to use as an example of pacing the home instruction materials will be prepared for parents to use as a guide. Teachers should have the students check their school email to ensure it is

operational. They will have the school email of their students and be able to communicate with them. Every teacher is responsible to support students assigned to him or her for the 2019-20 school year. Provide academic feedback as appropriate to students. Collaborate with building administration and grade/subject-level colleagues as needed for support and consistency throughout the district.

Lessons, utilizing online capabilities, must have a link for students to use. If students do not complete the assignments over the closing of the schools, the students must make up the assignments within 2 weeks of returning to school. Materials to complete assignments will be limited to general school supplies. Teachers will continue preparing lessons, if there is the need for more than 14 days of closure. Teachers that come to their classroom to prepare lessons and materials as needed during the closure, will do so on a rotation basis only after communicating with their building principal to abide to the “social distance”. Teachers will do daily check-ins, teaching and communication with students via email or online. Monitor their district-issued email account and respond as appropriate to parent/guardian emails within 24 hours. Report to the building Principals using determined procedures for attendance.

Number of Enrolled Students (as of 3/19/2020)	2282: This includes 34 Academy Students
Number of Special Education Students (as of 3/19/2020)	500: 466 Rec. Sp. Ed Services 34 Rec. Speech ONLY Services
Number of Homeless / Migrant Students	110 Homeless, 2 Migrants
Number of Medically Fragile Students (includes 1:1 nursing in district)	3: 2 receiving 1:1 Nurse + 1 pending 1:1 Nurse
Number of Students that are Economically Disadvantage	1606 Free Lunch, 113 Reduced
Percentage of Students with a Device and Internet at Home (based on 3/9/2020)	76%
Percentage of Students Without a Device and / or Without Internet at Home (based on 3/9/2020 student survey)	34%

Regular Population

- a. **Grades PreK-5th:** Students will complete online assignments or paper-based assignments, using the educational programs from the curriculum office, as per online programs provided by the Curriculum and Instruction Office.
 - i. Students that do not have Internet connectivity will receive paper-based assignments. Assignment packets will be sent home with

students on a weekly basis. Parents will be contacted to receive the next set of assignments via Connect-Ed, email, telephone or via the website on the parental portal.

- b. **Grades 6th-12th:** Students will complete computer-based assignments as per the table provided by the curriculum office. Students that do not have Internet connectivity will be provided with a Chromebook and a hot spot from the T-Mobile grant to use. Parents will be contacted to receive the next set of assignments via Connect-Ed, email, telephone or via the website on the parental portal.

i. Grades 6-8 (STUDENT RESPONSIBILITIES FOR DISTANT LEARNING)

1. It is expected that students will complete assignments for ALL classes
2. Learning experience in order to meet the requirement of 180 days of instruction.
3. Students will be held accountable for work during this time - content addressed as part of distance-
4. learning is applied to unit competencies upon returning to regular schedule
5. Students are expected to log in at 8:30 AM to view assignments, and complete them in a timely fashion.
6. Students (and/or parents) should contact the teachers via email or Google Meet/Hangout with questions or concerns regarding assignments.
7. Teachers should remain available via email or in Meet/Hangouts throughout the school day. Log in at 8:30 AM to view assignments. Complete assignments in a timely fashion.
8. Contact teacher through Classroom, Email, Hangouts, or Meet for questions
9. Must demonstrate participation in order for online learning to count towards the 180-day mandate

- ii. Grades 6-8 (TEACHER RESPONSIBILITIES FOR DISTANCE LEARNING)
 - 1. Distance-learning days COUNT towards 180 required
 - 2. days of attendance. Days are fully-paid work days
 - 3. schools will put out daily schedules with start-end times, lunch, PLCs, etc.
 - 4. If you teach a class of students or provide one-on-one or small group services, you will conduct distance learning.
 - 5. All normal-operating instructional requirements remain (lesson planning and submission, delivery, grading, recording)
 - 6. Communication with students or parents via district email or via Google Meet/Hangout is required.
 - 7. Teachers must be available for students and parents during student contact time (8:30-11:30 AM; 1:00- 2:15 PM).
 - 8. Use of Google Classroom is recommended (if possible)
 - 9. Student expectations for online learning should be posted in your Google Classroom
 - 10. Your supervising administrator and Department Chair must be added as teachers to your classroom
 - 11. Lessons and activities must be posted by 8:30 AM every day

Assignments

- a. Will focus on building key skills or reviewing content standards
- b. Will be manageable in length.
- c. Time allotment per grade:
 - i. Grades PreK-5 - 15-20 minutes to complete.
 - ii. Grades 6th-8th - 30-40 minutes to complete.
 - iii. Grades 9th – 12th - 60 minutes to complete.

Special Population

- a. To meet the 10 hour per week and 2 hour per day requirement the district will be providing each student with folders containing work from their class in each of the disciplines taught within their classrooms.
- b. Instructional accommodations and modifications will be followed as appropriate.
- c. Teachers will use the adaptive technology resources, if possible, that are available for the students.
- d. IEPs for students will be followed with flexibility in relation to service minutes. Missed minutes of service (PT/OT/Speech/etc.) will be made up when regular school services resume.
- e. 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.
- f. Daily check-ins for students Child Study Team members, school psychologists, social workers, etc. will occur daily or on a schedule determined by the Directors of Guidance and Special Services.

OT/PT/Speech

Provide work packets and/or exercises for students to perform during their absence from school. Missed direct services should be made up prior to the end of the school year.

CST and Teachers:

During the school closure, CST will continue to conduct their scheduled IEP meetings according to their annual review schedule. The IEP meetings can occur via video conference or through a phone conference. If you are scheduled to serve as the general or special education teacher in a meeting, **you are still required to**

participate. If you are concerned with the privacy of your phone number, you can use *67, before dialing in.

To meet the 10 hours per week and 2 hours per day requirement teachers will be providing each special education student with folders containing work from their class in each of the disciplines taught within their classrooms. Instructional accommodations and modifications must be incorporated as appropriate. Teachers will use the adaptive technology resources, if possible, that are available for the students. IEPs for students will be followed with flexibility in relation to service minutes.

Monday and Tuesday-Confirm your AR IEP schedule with the teachers and related service staff members that will be participating in the IEP meetings. Confirm how the IEP meeting will be held (video conference or phone conference) and how the teacher will join the conference. Will you call them or will they call you? Be sure to get each other phone numbers!

Communicate the same with parents so they know their scheduled IEP meeting will still occur.

Any evaluation or re-evaluation conference that can be rescheduled after regular school services resume may be rescheduled. **Time-sensitive evaluations or conferences will be held via phone or video conference. You are still expected to keep all CST processes in compliance during this district closure.**

Daily check-ins for all Child Study Team with the Director of Special Services.

Medically Fragile students

- i. nurses will call/email to check in on medically fragile students

- ii. Case managers will be sure parents have resources at home for care/treatment;
- iii. arrangements will be made for the parents to pick up any equipment needed to complete academic activities at home
- iv. OT/PT/SP consult at pick up on how to use the equipment with check ins through the time

Guidance Counselors

High School

- a. Counseling will be provided through video chat or phone calls
- b. Finish course requests/Scheduling
- c. Reaching out to at-risk graduating students Reach out to students failing courses
- d. Making referrals for mental health issues
- e. Cancel upcoming standardized testing
- f. Coordinate scholarship application and supporting documents with seniors
- g. Junior college planning
- h. Coordinate with CST regarding updated IEP information
- i. Respond to parent and student emails
- j. Reaching out to at-risk graduating students
- k. Reach out to students failing courses
- l. Coordinate scholarship application and supporting documents with seniors
- m. Fix scheduling conflicts
- n. Coordinate senior award
- o. 504 annual reviews

Elementary and Middle School

Counseling will be provided through video chat or phone calls

- p. Reach out to families/students through email and/or phone calls
- q. Communicating with staff (teachers and CST) to discuss student concerns,
 - 1. I&RS concerns, at risk students, 504 updates.

- 2. Middle school counselors could work on scheduling for high school.
- r. Elementary counselors could work on 5th grade at risk forms.
- s. Counselors could be updating and working on student tracking in RTI and 504 direct.
- t. Reading student reflections or assignment feedback from assigned student work.
- u. Counselors can work on restorative practices to implement in school - collaborating with fellow counselors and teachers.
- v. Lesson planning and development.
- w. Professional Development, book reviews/ online webinars.
- x. Middle school counselors check in with possible retention students
- y. Work on chronic absenteeism data and initiatives.

SAC counselors

- z. SAC Packets for each student including but not limited to:
 - i. Mindfulness Exercises
 - ii. Mediation Exercises
 - iii. Breathing/Yoga Exercises
 - iv. Self-Care Strategies- Nutrition
 - v. Vaping Education (Nicotine and THC)- Don` t Get Vaped In
 - vi. Teen Resource Page (websites, phone numbers)
 - vii. Reflection Logs
 - viii. Self-Check In Logs
 - ix. Coping / Resiliency Skills
 - x. Grief Resources
 - xi. Future Concerns Sheet
 - xii. Cyberbullying / Social Media Sheet
 - xiii. Overview of Substance Abuse- (Brain Development)
 - xiv. Overview of Mental Health
 - xv. Healthy Relationship Boundaries Sheet
 - xvi. Consultation through video chat and phone calls
 - xvii. Check Submitted Worksheets
 - xviii. Online PD Workshops / Webinars / Research

Nurses

- a. Complete Kindergarten Registration Health Folders
- b. Complete transfer of health screening results to A-45s

- c. Update Awareness List
- d. Replenish Blood borne Packets for Teachers
- e. Start paperwork to give to parents in June for 2020-2021 school year Medication forms, Food Allergy Action Plans, Asthma Action Plans, Seizure Action Plans, EpiPen designee and Emergency Action Plans.
- f. Review policies and update accordingly via phone with nurses on committee
- g. Complete transfer of health screening results
- h. Coordinate Athletic physical packets for Spring sports
- i. Complete Ed-data supply order
- j. Review policies and update accordingly via phone with nurses on committee
- k. Coordinate Athletic physical packets for Spring sports
- l. Complete supply order

Educational Assistants

- a. Will communicate on a daily basis with their room teachers to plan activities and coordinate lessons for their students including but not limited to:
 - i. Inclusive learning
 - ii. Behavior management
 - iii. Social emotional learning
 - iv. IEP implementation
 - v. Roles and responsibilities

Free and Reduced Lunch Program

Meals will be prepared at two (2) school locations to be delivered and distributed through the contracted bus company by the school district. The district will use two (2) school sites, Middle School and High School, for walkers. Food drop off sites throughout the community will follow the bus stop schedules used during the regular school year to supply food for both breakfast and lunch. The meal distribution occurs during the hours of 11:00 AM to 1:00 PM and the information will be disseminated via Connected, District

website and Facebook page. The school areas cover the entire district and represent all district students in elementary, middle and high schools.

Food orders have been placed to implement the proposed plan for the first week upon school closure. Additional food orders will be placed as needed depending on length of closure and food needs.