

Pittsgrove Township School District

Health-Related Closure Preparedness Plan Instruction (General Education and Special Education) Related Services

Goal: To provide home instruction in the event of a school closure.

- **PreK-12—Lesson content and activities/assessments (for twelve days)** will be sent home via each student. The lesson content/activities will be planned for on/about **March 16th-March 31st**. The district will reassess the situation at the end of March to identify the need to adjust the lesson content sent home with students.
- **Copiers/Paper**—Please be mindful of how much paper you are using for your ten-day lessons/activities. If you normally have students access work through a technology platform, then please continue to use that method (keeping in mind those students that may not have access to technology at home).
- **All lesson content/activities will be sent home via students on Monday, March 16th.** Students will then have all lessons and work in the event of a school closure. The students will keep the work until needed. **A letter from Dr. Hoopes will be attached to the top of all work that goes home with students.** It is recommended that teachers place their work on a teacher website or Google Classroom in the event that a student loses the work.
- A **standard cover sheet** (to accompany lessons) is provided with this plan in order to assist students and parents in the successful completion of the work (understanding what students are to know/do, materials needed, contact information, etc.).
- All lessons and activities/assessments will follow **NJSLA standards** and adhere to the **pacing guide/curriculum** of the course/class (which will meet the Home Instruction code and the 180-day requirement for attending school).
- **Special Education**—Teachers should plan lesson content/activities that follow IEPs to the extent appropriate and will meet NJSLA standards.
- **Related Services**—The CST team will be available via phone, email, and videoconference for students/families based on student need. All services

will be rendered compensatory upon return. The CST members will reevaluate IEPs as needed as well as plan for students to utilize the Extended School Year.

- **All work will be turned in upon arrival back to school**, and teachers will decide what activities/assessments will be placed in the gradebook. Teachers have the discretion to identify the activities/assessments that will be graded when sending the work home with students. Teachers utilizing technology platforms or tools may collect work through that platform and provide feedback/assess work within those ten days.
- **Technology Platforms/Tools**—Teachers who use a technology platform or tool **regularly** (Google Classroom, Google Drive, IXL, Remind 101, Flipgrid, Edpuzzle, etc.) can include the use of these platforms/tools within their ten-day plan of lesson content/activities. Teachers should prepare for those students who will not have a device or Internet access while at home.
- **Online Learning Tools**—As you prepare lessons (and depending upon the age of students), consider exploring ideas, such as video conferencing with students through platforms, such as Zoom or Google Meet. You might consider Virtual Office Hours through these platforms so that you can connect with students as they are working on lessons/activities. Nearpod, Edpuzzle, screen casting, and flipped lessons are all possible approaches to consider as part of your ten-day plan. Please reach out to an instructional supervisor or colleague if you want assistance with any of these tools.
- **Time of Instruction**—The Home Instruction code states the following: “The school district shall establish a written plan for delivery of instruction to continue the student’s academic progress and to maintain a record of delivery of instructional services and student progress.” **The instruction should be a length of time sufficient to continue the student’s academic progress.** At this time, we will proceed with a guideline of **no fewer than 10 hours of instruction per week (total for all classes)**. Please use the charts below as a **guideline** for your planning.

****Note for Elementary and MS Teachers: RTI/Enrichment is not part of the 10 hours of instruction. You do not need to plan for RTI/Enrichment.**

Schalick High School

- **Plan 2.5 hours per course/subject area** for the week (minimum 10 hours of instruction)
- You are planning for on/about **March 18th-March 31st**.

Week of March 16-20 (example student schedule for the week)

Block One: ELA	2.5 hours of instruction/activities
Block Two: Algebra II	2.5 hours of instruction/activities
Block Three: Media	2.5 hours of instruction/activities
Block Four: Sculpture	2.5 hours of instruction/activities

Pittsgrove Middle School

- **Plan 2.5 hours for ELA** for the week
- **Plan 2.5 hours for Math** for the week
- **Plan 1.5 hours for Science** for the week
- **Plan 1.5 hours for Social Studies** for the week
- **Plan 1 hour for PE** for the week
- **Plan for 1 hour for Exploratory** for the week

Week of March 16-20 (example student schedule for the week)

ELA	2.5 hours of instruction/activities
Math	2.5 hours of instruction/activities
Science	1.5 hours of instruction/activities
Social Studies	1.5 hours of instruction/activities
PE	1 hour of instruction/activities
Exploratory	1 hour of instruction/activities

Olivet Elementary School

- **Plan for 4 hours of Reading/ELA/SS** for the week
- **Plan for 3 hours of Math** for the week
- **Plan for 30 minutes of STEM** for the week
- **Special Area Teachers**—Each special teacher should plan for 30 minutes once a week for his/her special. Plan for grades 2-4. **Special area teachers will plan for grades 2-4 only.**

Week of March 16-20 (example student schedule for the week)

Reading/ELA/SS	4 hours of instruction/activities
Math	3 hours of instruction/activities
STEM	30 minutes of instruction/activities
Specials	30 minutes of instruction/activities

Elmer Elementary School

- **Plan for 5 hours of Reading/ELA** for the week
- **Plan for 4 hours for Math** for the week
- **Plan for 1 hour of Social Emotional Learning** for the week

Week of March 16-20 (example student schedule)

Reading/ELA	5 hours of instruction/activities
Math	4 hours of instruction/activities
SEL	1 hour of instruction/activities

- **Google Folder**—The C&I Team is asking that all work being sent home with students be uploaded into a Google folder. The C&I Team has created a Google folder for teachers to use and will share the link to this folder. This will help to meet the Home Instruction code that states the following: “maintain a record of delivery of instructional services and student progress.”
- **Support**—The C&I Team will be stationed at all schools on Friday, March 13th to support teachers in their planning of lessons/activities.

Health-Related Closure Preparedness Plan Building Administrators/Teaching Staff/Essential Staff

- Both building administrators and teaching staff will have the option to work at school or at home (remote) in the event that school closes.
- Staff is asked to take all items needed for the success of their working environment home in the event the District deems that no one can be on the school campus.
- Teaching staff is asked to document the following in OnCourse daily: Sign In/Sign Out Time (equaling the 7 hours and 1 minute school day) as well as a log of what was completed during the school day.
 - **Requirements in the Daily Log**
 1. How you have communicated with students/parents or guardians (virtual conference, email, Remind, ClassDojo, etc.)
 2. Other items that could be in your daily log are the following: additional lesson preparation, professional development of online

learning, webinars to support district/school PD goals, grading/feedback of student work, revising curriculum, daily/weekly collaboration with colleagues on Zoom or Google Meet, etc.

- Administration will also have 1-2 weekly check-in meetings with staff through Zoom or Google Meet.
- Administration and teachers will have the opportunity to engage in professional learning on specific days together (via webinar and Zoom/Google Meet).
- Essential Staff includes:
 - Administrators (18 employees)
 - Managing COVID-19 crisis
 - Assisting with Chromebook distribution
 - Assisting with teacher professional development, including online learning activities (i.e. Zoom, Google Classroom, Class Dojo, Tadpoles)
 - Attending daily meetings and professional development activities
 - Custodians (22 ABM employees)– 6:00 a.m. – 2:30 p.m.
 - Responsibilities include a thorough cleaning of all school facilities
 - Buildings & Grounds/Maintenance (5 employees)
 - Maintenance of all facilities
 - Respond to daily work orders
 - Oversee HVAC operation in each building
 - Food Service (4 Sodexo employees) working on an as-needed basis
 - Serve breakfast and lunch to free and reduced lunch students daily.
 - Transportation (45 employees)
 - Responsibilities include pickup and delivery of lesson/activity learning packets,
 - Delivery of breakfast and lunch for Free and Reduced Lunch students
 - Serve breakfast and lunch to Free and Reduced Lunch students daily.

Health-Related Closure Preparedness Plan Food Distribution

- SFA Name: Pittsgrove Township School District
Agreement #: 03304150
Meals to be claimed for reimbursement per day: 2 meals

- The District will deliver both breakfast and lunch to our Free and Reduced Lunch students daily, effective March 17th for the time frame the school district is closed.

- The District has its own transportation department; therefore, we will continue to utilize our transportation department to deliver food daily.

- Pick up is available from Arthur P. Schalick High School, Monday through Friday, 9:00 – 10:00 a.m.

- Each bus will be equipped with both a driver and a bus aide. The transportation staff will check off that deliveries are made, and this information will be entered into our Lunch Box system.

- The District will contact the families of Free and Reduced Lunch students via PowerSchool Messenger as well as a Google and hard copy survey to acquire the following information: if those families will utilize the delivery of food and the drop off location. This information will be used to plan the routes and to provide families with a time frame for drop off.