

**ESSEX COUNTY SCHOOLS OF
TECHNOLOGY
School District**

Public Health School Closure Plan

March 18, 2020

**Submitted for Review to:
Executive County Superintendent
Joseph Zarra
Essex County**

I. INTRODUCTION

The Essex County Schools of Technology is fully committed to the success of each student and every effort is being made to offer continuous instruction during the period schools in the event of a pandemic outbreak. While the District understands it might not be able to operate fully in a traditional school model, this plan will assist the District in continuing to provide students with a high-quality education by shifting to an Online instructional model.

II. PURPOSE

This plan provides guidance to all stakeholders of the Essex County Schools of Technology School District and may serve as the plan for maintaining educational and operational programs during a pandemic outbreak. It does not replace or supersede any laws or policies; it simply serves as a 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 disease outbreak. The Department of Education has already approved the use of home instruction measures, including online learning in order to provide continuous learning opportunities for students. Districts that follow the plan will count days toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Those requirements include:

1. Written directive from Department of Health or Local Health Agency ordering closure;
2. Equitable access to services for all students;
3. Address provision of appropriate education for English Learners and Special Ed students; and
4. Provision of school nutrition benefits for eligible students.

III. COMMUNICATION

Communication with district staff in preparation for school closing has already begun. On March 13, 2020, the Superintendent of Schools, Dr Pedersen convened a district-wide meeting with all staff and outlined an Education Continuity Plan (ECP), which includes the expectations of students, instructional and non-instructional staff, and administrators. The role of central office staff was also communicated.

This was followed by another meeting with district supervisors, directors, and school administrators on March 16, to provide further guidance as the district transitions to an online learning instructional model. To ensure the components of the Education Continuity Plan are implemented, key district personnel were assigned specific areas of the plan so that the instructional and operational programs are not compromised. Of particular importance is

the continuous delivery of instruction so that your child can attain the appropriate credit required for high school graduation.

In addition, the superintendent facilitated a live video conferencing with instructional staff and communicated some of the district expectations. These include the importance of accounting for the success of each student by ensuring they have access to the learning platforms to complete the assigned tasks. In supporting students without Internet access, specific staff has been assigned to ensure hard copies are made available and provided to them. Staff has also been assigned to further support the English Learner and Special Needs population to address their individual needs.

The district will use all available communication tools to provide district staff and the community with information and updates. It is expected that daily video conferencing with district staff will be facilitated. School administrators will also conduct virtual meetings with their respective staff and if possible their students.

The following may be used communicate with stakeholders:

- School Messenger robocalls
- School Messenger text messaging
- Emails
- Video Conferencing
- Social Media
- Updates to the designated district and school webpage
- District and school -level meetings.

IV. DEMOGRAPHIC INFORMATION

Number of Enrolled Students (as of 3/13/2020)	2378
Number of Special Education Students (as of 3/13/2020)	275
Number of English Learner Students (as of 3/13/2020)	180
Number of Homeless / Migrant Students	3
Number of Medically Fragile Students (includes 1:1 aide)	15
Percentage of Students with a Device at Home	100%
Percentage of Students Without Internet at Home (based on 3/9/2020 student survey)	8%

V. EDUCATION CONTINUITY PLAN

Through the leadership of the Superintendent of Schools, Dr Pedersen, Essex County Schools of Technology has developed an Education Continuity Plan to ensure that the instructional and operational programs of the district are implemented without interruption.

The Education Continuity Plan (ECP) includes the processes, procedures, and activities to ensure that our schools and district can continue functioning throughout disruptive events such as an emergency, disaster or other such crisis. The ECP includes an ongoing evaluation of building and district procedures and protocols that will provide continuity of instruction and operations of the district.

The plan addresses:

- The capacity to sustain essential critical operational activities
- Providing for planning of instruction and supervision
- Transitioning to Online learning and tele-working
- Ensuring timely response to the needs of students, parents, faculty and staff; and
- A recovery plan to return to the “normal” delivery of educational and operational services.

Assistant Superintendent for Curriculum & Instruction

The Assistant Superintendent for Curriculum and Instruction worked with the leadership team to coordinate training on using online platforms, design digital lessons, and establish procedures and protocols to ensure student support and academic success during elearning days.

Online Active Learning Guidance

- Confirm what technology is available to staff and students at school and at home
- Identify and test online hub
- Explain to students and staff how to operate in an online environment
- Establish clear expectations for student responsibilities during the remote learning period
- Maintain relationships with students and staff
- Maximize the use of Blooms taxonomy relevant to Online learning
- Adapt the assessment process
- Use the opportunity to support personalized learning
- Provide sufficient Student and Staff feedback
- Keep parents and the community informed
- Connect, collaborate, share and get support.
- Use this situation as a learning opportunity.

Typical Virtual High School Day

- Morning greeting and updates from school administrators
- Instructors follow the school bell schedule and have students sign in to E-Learning platform to verify attendance
- Students work on completing and submitting assigned learning tasks
- Send names of absent students to Virtual Main Office
- Afternoon closing message from school administrators
- Virtual departmental and faculty meetings
- Virtual assembly meetings

Teacher Expectations

- Create Google Classrooms using the naming convention:
LastName_CourseName_Period/Block. Ex. Smith_US History I_P3
- Add supervisor/director to all E-Learning Classes such as Google Classrooms
- Take student attendance daily in PowerSchool. A Classroom submission each day will count as confirmation of student attendance. This could be in the form of a “Do Now” reply, discussion, or assignment submission. Teachers should finalize Homeroom attendance by 10:30 am each day. It is imperative that teachers make sure that they are in the appropriate day when they record attendance in PowerSchool. **(Use INB-Tr for present and UNV for absent)**
- Send names of students to main office by 3:00 pm who have not logged in
- Update Grade-book with attendance and assessments
- Deliver lessons one day at a time
- Follow the daily bell schedule to ensure all instructional periods are addressed
- Be flexible in establishing due dates of assignment

- Confirm attendance in Homeroom every morning
- Notify school administrators if they do not have Internet at home
- Follow daily bell schedule so that all classes are attended to
- Sign in to online classes for attendance
- Check gmail and outlook emails, and their respective SPAM folders, to access online classes, including home room.
- Communicate with teachers and administrators when asked
- Submit assignments by the due date established by instructors. Assignments will be posted prior to the class period. Extended time will be provided for students that receive modifications or accommodations.
- Attend virtual assemblies and meetings when required

District Staff Expectations

- Generate and analyze student attendance reports
- Reporting staff attendance
- Communicating to school and district leadership
- Coordinate main office functions, phone calls, inquiries, etc.
- Maintain student learning with the support of supervisors, directors, and school administrators.
- Provide access of instructional materials aligned to New Jersey Student Learning Standards
- Communicate with teaching staff members to ensure instruction and assessments are delivered through the duration of the school closure.
- Communicate daily with building administration to ensure the safety and well being of students, staff and the community are being met
- Communicate with teaching and student services staff to ensure student needs are being met
- Be available to answer staff and parent questions in regards to school closings
- Review ongoing instructional opportunities being provided, both electronic as well as traditional for students without Internet access
- Review ongoing scope of work and responsibilities for all non-certified staff under their supervision
- Review ongoing scope of work and responsibilities for all custodial functions under their supervision
- Update parents and community with current information
- Mobilise staff to follow up with absent students, make copies of assignments and providing them to students without Internet access.
- Use Student Assistance Coordinators (SACs), Child Student Team (CST) and Counselors to provide additional support to students, particularly those with IEPs and 504 plans.

Director of Human Resources

- Monitor Staff Attendance while schools employ distance learning model
- Maintain contact with staff and manage their concerns such as benefits, leaves and other HR issues. Be available to answer staff questions and get them any needed information.
- Monitor long term subs and ensure they are meeting their teaching obligations and their time assignments (monthly and daily)
- Monitor employee medical leaves (and long term subs) for start and end dates of leaves
- Book and conduct virtual interviews for open positions
- Be available to offer responses to HR issues and concerns

VI. PROVISION OF SCHOOL NUTRITION BENEFITS FOR ELIGIBLE STUDENTS

In the event the district implements this 14-calendar day distance learning plan, Essex County Schools of Technology School District has the following food service plan to ensure the provision of meals to eligible students.

In accordance with guidance released March 6, 2020 from USDA, the district will apply for the temporary Summer Seamless Option (SSO) program in SNEARS.

The district will propose the following feeding plan:

- Serve students in front of the parking deck area located on South 11th Street from 10-12pm on Monday and Thursday.
- A minimum of three Maschio's employees will be at Payne Tech and other district staff will be used as needed.
- A table and will be set up for students to pick up their bagged meals for breakfast and Lunch for two to three days.
- As required per the NJ Department of Agriculture guidelines, a roster of student names for all meals picked up will be maintained.
- 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 need.

In addition, students will be able to pick up breakfast and lunch from their sending districts. Food distribution times and locations will be posted on sending districts' websites. Robo calls will also be used, as needed, to share the plan and direct parents and students to the website for additional information.

VII. CONTINUITY OF OPERATIONS

Superintendent of Schools or Designee

- Maintains authority over all operations and crisis management plans.

School Business Administrator

- Monitors and maintains the following departments prior to and during any closure.
- Work with the supervisor in each area to ensure proper actions and responses in order to maintain operations.

Payroll

- The Payroll Department will continue regular functioning from an outside location, if necessary.
- The Payroll Department and Human Resources Department, if necessary, will work remotely and access the payroll and attendance systems to ensure continuation of pay.
- The Business Office Staff will function from an outside location, if necessary, to manage wire transfers and all functions to ensure continuation of pay.

Purchasing, Accounting and Accounts Payable

- These offices will be able to function in a limited capacity remotely to approve emergency purchases, manage wire transfers, and make critical payments.

Transportation

- The Transportation Director will assure buses are clean and sanitized.

Facilities and Operations

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to):
 - a. Filing of soap and hand sanitizer dispensers
 - b. Ensuring all paper towel holders are filled and functioning at all times;
 - c. Sweeping and wet mopping all floors;
 - d. Vacuuming rugs;
 - e. Cleaning and sanitizing hard surfaces including fountains, doorknobs, work areas, counter tops, railing and stairwells;
 - f. Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
 - g. Cleaning and sanitizing cafeterias - tables, chairs, and ○ Cleaning vents
 - h. Takes steps to assure the provision of power, heat and ventilation, water, sewer and custodial services.

Technology

- The Technology Department will continue to function regularly from an outside location if necessary.

Hardware Issue – Student

- If a student has a hardware related issue they can bring their device or broken charger to Payne Tech on Monday or Thursday from 10:00 am to 12:00 noon. A technician will be able to either replace a broken device or fix it on the spot.
- The Technology Department will also supply laptops/chromebooks temporarily to the select staff that do not have a take home device assigned to them already.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools