

**Great Meadows Regional School District**

**School Health-Related Closure  
Preparedness Plan**

**March 2020**

**Revised May 8, 2020**

**GREAT MEADOWS SCHOOL**  
**School Health-Related Closure Preparedness Plan**

**DISTRICT-WIDE INSTRUCTIONAL PLAN**

**Declaration of Closure**

The Superintendent will make the decision in conjunction with the Warren County Department of Health and the Warren County Department of Education. Once the decision is made the Superintendent will immediately notify the Board of Education and then the school community

Communication will include:

- Email and telephone blasts
- Pick up locations and other pertinent information will be shared with parents and students via mass school-wide alert and district website.
- Instructional staff will be responsive, at least daily, to emails from students and parents regarding instruction and progress. Lessons and classroom materials will be kept up to date and will provide timely feedback for assignments turned in digitally.
- Primary access to district employees should be done via district staff email.  
([firstinitiallastname@gmrtd.com](mailto:firstinitiallastname@gmrtd.com))

In the event of a closure due to health related concerns, the staff will be required to work remotely on an instructional half day schedule as outlined for each building in the school calendar. Staff will be available during this time to answer emails from parents and/or students.

**District Demographics**

Total Student Enrollment: 650

Homeless Count: 6

Migrant Count: 0

ELL Count: 9

Students with Disabilities Count: 150

## **Delivery of Instruction**

### Instructional Schedule

1. Students will be provided with up to 20 hours of instructions per week, Monday through Friday
2. Students are expected to participate in the scheduled interactive sessions and devote additional time for the completion of assignments.
3. Fridays will be utilized for Social and Emotional lessons and remediation
4. The district will offer Chromebooks to any student who needs a device to participate in the instructional delivery.
5. Families without internet access are being offered alternate educational options and a plan developed to collect the work assigned.

### Central School (Pre-K - 3rd Grade)

1. Staff will plan and deliver instructional lessons
2. Instruction will be provided through a variety of platforms. The delivery of resources includes but is not limited to: hard copies of texts and online platforms and resources such as Think Central, Class DOJO, Tumblebook library, PebbleGo, Starfall, ABCya, ICT web games, World Book Online- Kids and Student version, BrainPop/BrainPop Jr, and RazKids, Google Classroom, SeeSaw, GetEpic, Reading A-Z, IXL, Lexia.
3. Students will access school work via Google platforms such as Classroom and Meets and teacher websites.
4. Faculty will communicate with students and parents through staff email, telephone and faculty websites and Google Meets.
5. When appropriate, supplemental paper copies will be made available to students that are in need for instructional purposes
6. The district has determined that all students have access to the internet. Any student needing a device to access the instruction was supplied with one from the district.
7. Students will be assessed on completion of assignments, proficiency on assignments and participation
8. Grading will be on a Pass/Fail basis during the school closure.

### Great Meadows Middle School (Grades 4 -8)

1. Staff will plan and deliver instructional lessons
2. Instruction will be provided through a variety of platforms. The delivery of resources includes but is not limited to: hard copies of texts and online platforms and resources such as IXL-ELA, Math, Science and Social Studies, Science-Dimensions, Big Ideas Math, Nearpod, Think Central-math and ELA, Journeys-ELA, Ed-Math, ELA and Science
3. Students will access school work via Google platforms such as Classroom and Meets and teacher websites.
4. Faculty will communicate with students and parents through staff email, telephone and faculty websites and Google Meets.
5. When appropriate, supplemental paper copies will be made available to students that are in need.
6. The district has determined that all students have access to the internet. Any student needing a device to access the instruction was supplied with one from the district.
7. Students will be assessed on completion of assignments, proficiency on assignments and participation.

8. Grading will be on a Pass/Fail basis during the school closure.

### **Student Attendance**

Student Attendance is taken via a link sent to parents using the Real Time student information system every morning at 9:30. Students who fail to mark themselves present are called by the school nurse to determine if they are truly absent. If a student/parent indicates the student is, in fact, present, the office coordinates with the teacher to make sure the student has completed classwork for the day and the student is marked present.

The guidance counselors and/or building principal will follow up with any student and their family who is not submitting the daily attendance or not submitting any work at all.

### **ELL Instruction and Communication**

1. All staff are trained in Sheltered Instruction to provide differentiated instructional strategies to our ESL population.
2. The K-5 World Language teacher will contact ELL students in conjunction with classroom teachers via phone and email to provide assistance with accessing and translating work.

### **Special Education**

1. All IEP and 504 Plan modifications and accommodations will be provided to students *to the greatest extent possible*.
2. Assignments will be provided via posted on Google Classroom or hard copies.
3. *To the greatest extent possible*, teachers will continue to provide modified coursework, testing, and materials to all students who qualify for those services
4. Students requiring extended time for assignments will be given extended-time based on a school day schedule
5. The methods are used to document IEP implementation, including the tracking of services, student progress as well as the provision of accommodations and modifications, include the maintaining of logs kept by therapists and case managers via Google Sheets and in the Realtime portal, monitoring and recording the completion of assignments found on the various platforms used by teacher, Progress reports are completed by therapists and teachers and are posted to the Realtime portal for parental viewing at the end of each marking period. Therapists and case managers follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible. Therapists follow up with families via email, video, and/or phone calls to ensure students are performing activities and to determine if they need assistance in any way.
6. IEP Meetings are being held remotely through Google Meet and phone.
7. Meeting the Requirements of the IEP – IEP's are being evaluated by case managers to determine which services are able to be delivered remotely and which services are not

possible due to separation. Compensatory services may need to be offered due these changes.

8. New Referrals – If new referrals are received an Identification Meeting is established within 20 days of receipt through a Google Meet meeting. comprehensive evaluation can take place, in which case testing will be conducted within the given timelines once consent is received.
9. Reevaluation – (School Age) – We are waiting on guidance from the State on how to proceed.
10. Early Intervention – Students who are turning 3 and referred through Early Intervention must be evaluated and “in program” by their 3<sup>rd</sup> birthday. We are setting up contracts with Early Intervention for Extended Early Intervention Services until school re-opens in September for qualifying students.
11. Related Services – Speech Therapy, Occupational Therapy, Physical Therapy, Counseling and Behavior Support are being offered remotely through electronic communications, virtual, remote or online platform, as appropriate. Packets of hard-copy activities and internet links are also provided. All therapists possess a technology device that allows their service to be provided by audio or visual tele-practice, if appropriate. While tele-practice will provide the opportunity for therapists and counselors to interact with students face to face via video conferencing, it may not be ideal for all students receiving related services. It is entirely up to the therapist or counselor and the parent to determine the best option for each individual student.

### **Other Services**

1. School guidance counselors will be available to provide resources for families with specific needs.
2. Case Managers will need to be available to respond to students on their caseloads to ensure students are being accommodated

### **Summer Programming**

1. Extended Year Program (ESY) - will be offered to identified students virtually from June 29, 2020 through July 30, 2020.
  - a. Classes will run Monday through Thursday
  - b. Instruction will be provided through a variety of online platforms.
  - c. The district will offer Chromebooks to any student who needs a device to participate in the instructional delivery.
2. Title 1 Summer Programs - will be offered to identified students virtually from July 6-July 31, 2020.
  - a. The clubs will run Monday through Thursday
  - b. Instruction will be provided through a variety of online platforms
  - c. The district will offer Chromebooks to any student who needs a device to participate in the instructional delivery.

### **Food Delivery**

1. The Business Office will order lunches from Maschio's based on Free and Reduced count on the day of closure.
2. Maschio's will deliver all lunches to the Great Meadows Middle School for eligible district students.
3. Maschio's staff will be responsible for distribution .
4. Pickup location in the Middle School front entrance.
5. Please be advised the schedule for school lunch distribution has been revised effective the week of March 30<sup>th</sup>. The schedule for curbside pickup will be Monday & Thursday only.
6. Times are from 11am to 12pm and 5 pm to 6:30 pm. Up to three days of lunches will be distributed at these times.
7. The families that granted permission to release their address for delivery will receive their meals mid-day, between the hours of 11 am and 1 pm, on Monday and Thursday.
8. Should this revised schedule not be convenient or you wish to advise us of a change in status or need, please contact Angela Moyer via email: [amoyer@gmrtd.com](mailto:amoyer@gmrtd.com) to enable alternate arrangements. Or you may leave a message 908-637-4041 ext. # 241.

### **Facilities**

1. All buildings will be closed to the public until notification from the Superintendent has been sent regarding re-opening.
2. All staff must coordinate with the Central Office to enter the buildings during the school closure. Permission to enter will be granted based on necessity.
3. Central Office and building administrators need to communicate approval of entry into the buildings with the Director of Buildings and Grounds and the Director of Security.
4. Custodial staff is required to disinfect all areas that have been entered immediately following departure.
5. Security personnel are to patrol school grounds especially in the late afternoon and early evening. No one is permitted on school grounds.

**Essential Employees:**

<b>Essential Employees by Category</b>	<b>Role of Employee</b>	<b>Duties/Work Assignment</b>	<b>Number of Essential Per Category</b>
Administration	Overseeing school operations	Interacting with staff, students, community members, reesponding to mail.	9 per day per - remotely
Central Office Administrative Assistants	Overseeing the functional operations of the district	payroll, accounts payable, accounts receivable, BOE business	4 per day- remotely and in-district on an as needed and short term basis
Maintenance	Maintaining buildings	mail delivery, painting, work orders, repairs.	1 personnel
Custodial	Cleaning of buildings	Maintaining the cleanliness of buildings	7 personnel
Technology	Technology support	Keeping our technology running and assisting with techology issues and breakage	1 per day - remotely
Food Service Personnel	Meal service	Preparing and handing out meals at 3 separate times daily at 1 centralized location	2 staff members at each pick up time at 1 centralized location. Our food service provider is providing additional staff to assist

**District Preparedness Committee:**

David C. Mango, Superintendent  
Debra Grigoletti, Director of Curriculum and Instruction  
Kevin O'Leary, Director of Special Education  
Israel Marmolejos, Principal  
Michael Mai, Principal  
Cheryl Wilson, RN

**Contacts**

New Jersey Department of Health  
Warren County Health Department  
David C. Mango, Superintendent

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