



# WEST LONG BRANCH PUBLIC SCHOOLS

Administrative Offices

135 Locust Avenue

West Long Branch, New Jersey 07764

(732) 222-5900 Fax (732) 222-9325

**Frank R. Alfano, Ed.D.**  
Interim Superintendent of Schools

**Corey Lowell SFO**  
School Business Administrator

## Public Health-Related School Closure Plan March 2020

### Board of Education

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### District Administration

<b>School/Office</b>	<b>Principal/Vice Principal/Supervisor</b>
Betty McElmon Elementary	James Erhardt, Principal
FAS	Allyson Winter, Acting Principal/Supervisor of Curriculum and Instruction
Central Office	Frank Alfano, Superintendent
Central Office	Corey Lowell, SBA
Central Office	Lorraine Simon, ASBA
Central Office	Lolita Yacona, Regional Director of Special Services
Central Office	Scott Marvel, Director of Technology
Central Office	Jeanette Baubles, Director of Curriculum
Central Office	Andres Mora, Supv. of Building and Grounds (Aramark)
Central Office	Mike Furlong, Director of Security
Central Office	Jon Warner, Director of Guidance
Transportation	Wendy Bonnett, Director of Transportation

### Plan Introduction

West Long Branch School District encompasses Grades PK - 8 in attendance. It is the intent of the West Long Branch administration and staff to work to the best of their ability to provide support, instruction and guidance to these students and their families during an extended school closure. This plan outlines a home-instruction, remote learning model that will be implemented, should a mandated school closing occur. This plan supports the required instructional hours per week for all students in order to fulfill the necessary requirements noted in the home instruction administrative code. By adhering to the guidelines of the home instruction administrative code, any days that students are not permitted on-site, during the school closure, will count towards the required days of instruction for the calendar year. The West Long Branch School District has reviewed Policy #5141 - Home Instruction Due to Health Condition and will follow language of the policy and regulation in accordance with N.J.A.C. 6A:16-10.1. The district has also reviewed and been guided by Policy #5141.2 - Control of Communicable Disease.



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## **Background Information**

On March 3, 2020, the New Jersey Department of Education prepared a special broadcast to disseminate information regarding the potential impact that the current outbreak of 2019 Novel Coronavirus (COVID-19) may have on school communities. The primary focus of this and subsequent communication from the NJDOE has emphasized preparedness and planning. On March 5, 2020, a NJDOE broadcast advised that “schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events.” (NJDOE Special Broadcast, March 5, 2020).

The New Jersey Department of Health identifies school closure as a potential strategy to limit transmission within a community. Any prolonged school closure must be initiated via a written directive from the Department of Health in consultation with district Superintendents and the Monmouth County Executive Superintendent. According to the March 5, 2020 special broadcast, any day in which students impacted by a public health-related school closure has access to home instruction services aligned with the guidance in the memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Per the memo: *“all boards of education should develop a school health-related closure preparedness plan to provide home instruction in the event of such a closure. The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students. The preparedness plans should be submitted to the Executive County Superintendent. The NJDOE also encourages boards of education to adopt enhanced school cleanliness and disinfection protocols, including disinfection of frequently touched surfaces and objects”* (NJDOE Special Broadcast, March 5, 2020).

## **Equitable Access to Instruction for All Students**

The West Long Branch School District is committed to ensuring equitable access to instruction for all students in the event of a school closure due to COVID-19 or any other communicable disease.

A technology/internet accessibility survey was sent out to the school community. Any student who does not have access to technology in grades 2-8 will be provided a device from the district to help ensure access. If internet is not available our Network Administrator is looking into providing wider access points from our bandwidth in order to encompass all of West Long Branch, which will assist homes with no internet service.

Grades PK-1 will have a packet based approach focused on the appropriate learning targets.

Teachers are being asked to bring home all their textbooks, teaching supplies, Chromebook, etc. on a daily basis in case school is required to close. This will enable them to plan daily for the days ahead of the closure.

## **All Staff Members**

All staff will be required to work at their home computers or district issued technology for a minimum of four hours per day. During this time, they will respond to emails, monitoring online learning i.e. google classroom assignments, online student learning platforms, as well as respond to students and/or families asking for instructional assistance with their assignments or other educational supports relevant to specific positions (administrative assistants, team members, nurse, etc.)

## **Teachers of all subjects (See attached template)**

Teachers will prepare lessons based on the following subject area breakdown (see attached template); if necessary, the same schedule will be provided for each week that school is closed in order to count these days as instructional days. Lessons will be put in Google Classroom, School Website pages (teacher pages), or other digital platforms familiar to the teacher/students. Students will submit their completed work the same way it was sent to them. Teachers will then grade assignments and provide feedback to students/families via Realtime and or other communication methods.



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## Teachers of Preschool

Preschool plans should be written with a parent audience in mind, and consist of developmentally-appropriate play-based activities for parents to engage their children. Online activities and screen time should be minimized, and we must be mindful about recommending activities that require specialized materials or objects.

Suggested activities to plan:

- Purposeful outdoor play with recommended language for parents to reinforce concepts (above, around, through, etc.)
- Reading activities with example questions families can use to discuss books
- Please see this link for some examples of activities for children to do at home --  
<https://highscope.kecommerce10.net/img/product/description/LetsPlayandLearnSample%20Pages.pdf>

## All lessons are to include

- Purpose/objective of the lesson/assignment/activities and the NJSLA Standards addressed in the lesson/assignment;
- Description of the tasks, including the directions/resources required to complete the assignments
  - online resource links
  - rubrics, if applicable
  - hard copies if needed
- Assignment submissions process/expectation and date/timeline for the assignment to be completed (upon return to school or via Google Classroom)
- Modifications/Accommodations should be provided for all INDIVIDUAL students needing services: 504; IEP; ESL. This could mean extended time to complete assignments, study guides, word banks, etc. This should correlate to the students enrolled in your classes.

## Emergency School Closing Assignment Template

Assignment Name:	
Grade:	
Subject:	
Expected Time:	
Delivery Method:	
Collection Method:	
Objective:	
NJSLA Grade-Level Standards:	
<u>Task Instructions:</u> <ul style="list-style-type: none"> <li>• This is what will be sent out to parents/ students</li> <li>• Be sure to include directions for any additional aspects that parents may need to know to assist their child including <u>materials needed and any deadlines you have for completion</u></li> <li>• Special Education teachers will need to modify, please consult with teachers during your planning sessions to ensure that modifications are added to each plan to meet IEP needs.</li> <li>• Where needed, please prepare a separate upload and/or alternate provision of modified materials.</li> </ul>	



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## **Special Education, English Language Learners and Related Services**

Planned services for equitable access to instruction also address the provision of appropriate special education, ESL, and related services for students with disabilities. The following protocol will be followed in the event of a school closure:

- Special education teachers in grades PK-8 will provide appropriate accommodations and modifications in emergency instructional plans. As needed, special education teachers may need to make a separate upload and/or provision of modified materials.
- Services included in IEPs and 504s will be provided ex post facto for the exact number of hours required weekly; OT, Speech and PT and any other therapies required by law will be honored upon return to the school district.
- CST members and counselors will be online and available to support parents of students with disabilities in the event of an emergency school closure.
- If a student is in crisis, their parents/guardians should notify Perform Care and insist on a home visit to assist with the student in need of mental health assistance.

## **CST Members and Counselors**

CST members (which includes the building social worker) will be on call via their computers to address mental health concerns, as well as to keep internet communication open for students in need of special education services.

## **School Nurse**

The nurse will communicate with families of students who have medical conditions that require follow up on a consistent basis.

## **Example Cumulative Log: (For CST, Secretaries/Administrative Assistants, School Nurse)**

**Name:**

**Position:**

<b>Date</b>	<b>Description of Activity</b>	<b>Progress Towards Achieving</b>
3/16/2020	<b>Example: Contacted parent of SO to schedule an IEP meeting</b>	<b>Left voice mail</b>

## **Extracurricular Activities and Field Trips**

All extracurricular activities and field-trips will be canceled on any date on which the district is closed for a public health-related school closure. At this time and until further notice, all activities shall proceed as scheduled.

## **Provision of School Nutrition Benefits**

Approximately 15% of the school's population receives free/reduced lunches. At the present time the school district is working closely with our food service provider, Sodexo to locate a centralized location for the distribution of daily meals.

## **Guidance from the NJ Department of Education (3/10/2020)**

*The New Jersey Department of Agriculture has submitted a waiver request to the United States Department of Agriculture to permit school districts to serve meals to eligible students during school closures due to the Novel Coronavirus (COVID-19). Upon approval of this waiver, and upon receipt of a district-level application for program operation, the Highlands school district will submit a waiver application to NJDA's Division of Food and Nutrition.*



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## **Enhanced School Cleanliness and Disinfection Protocols**

Beginning the week of 3/9/2020, in addition to the district's routine cleaning protocol, the custodial staff was directed to begin a frequent disinfection treatment in high-traffic and high-touch areas (desks, doorknobs, stair railings, sinks, tables, keyboards, water fountains, lunch tables, dispensers, etc.).

In the event of a school closure, custodial crew will work to properly deep clean and sanitize all environments within the school building. Cleaning protocols will be outlined by district administration based on recommendations made by the Center for Disease Control and local Department of Health officials.