

**Florham Park School District
Emergency Preparedness Plan**

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Prepared by:

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Continuity of Student Learning

1. Distance Learning Initiatives

- a. Letter sent on March 6, 2020 requesting those students who do not have access to internet and/or electronic personal devices to complete a brief survey. Communication was sent in English and Spanish. District will initiate a loaner program through the Board of Education offices for those students who do not have device access. District will provide hardcopy materials for students who do not have remote internet access. District is currently working with Optimum Online to purchase internet services for all students who do not have home internet services in order to use the loaner chromebook.
- b. Use of Google Classroom, Google Sheets, and district email
- c. Notification/professional development of staff held on:
 - i. February 29, 2020 (Administrative Team preemptive brainstorming meeting)
 - ii. March 4, 2020 (Grade Level Team Leaders, Association President, Admin.Team)
 - iii. March 6, 2020 (Child Study Team and Related Services Providers)
 - iv. March 6, 2020 (Administrative Council, Association President)
 - Develop consistency among grades/courses to ensure uniform content delivery
 - Continual updating of formative/informative assessments through Genesis and online applications
 - Delivery of services and equitable access to instruction for all students
 - a. General Education, Special Education, ESL, G&T, etc.
 - Association has been notified

2. Guidance Protocols

- a. Communication with parents and students will occur through district email/personal phone *67.
- b. Parents will be contacted via Genesis and students will be contacted using class Gmail Gr.6-8 accounts.
- c. Updates to the Guidance/District website can be accomplished remotely from home.
- d. Applications/recommendation letters for high schools can be submitted electronically.
- e. Counselors will continue to monitor student grades via Genesis.

- f. Counselors will continue to monitor student 504s and under their care/needs through email, phone, video conferencing
- g. Student transcripts can be accessed through Genesis as needed.
- h. Periodic emails would be sent as needed.
- i. School Counselors will provide individualized counseling sessions through assignments such as journaling, mindfulness skill practice and social and/or emotional-related activities. Counselors will be available via e-mail for those students who require assistance, with the option of scheduling phone conversations. Assignments/activities will be provided to students via email and/or home based packets. Parents will work in conjunction with providers to monitor data/progress. All worksheets may be brought to the various counselors/therapist upon the student's return to school and to their regularly scheduled session and/or submitted electronically.

3. Special Services Protocols:

- a. In the event that schools must be closed due to a public health concern, Florham Park School District will provide distance learning options to provide appropriate special education and related services for students with disabilities.
- b. Programs and services will be provided to resident students according to NJAC 6A:14 requirements with modifications that may be unavoidable due to the nature of the health concern. Students will continue to receive provisions of their Individual Education Plans and will be provided with a free and appropriate program including special education and related services. Certified and qualified faculty will continue to implement these programs through distance learning when the use of District facilities is not available or advisable due to specific health concerns.
- c. Special Education Programs
 - i. All special education programs will be consistent with the student's individualized education plan (IEP) to the extent appropriate and shall meet the New Jersey Student Learning Standards.
 - ii. In-Class Resource Programs: All students with an in-class resource center program documented in the IEP will be provided with modifications to meet their needs based on the distance learning program afforded to their general education counterparts.
 - iii. Pull-Out Replacement Programs: All students with pull out replacement center programs documented in the IEP will be provided with appropriate materials and instruction by their special education teachers to meet their needs.
 - iv. Special Class Programs: All students mandated for a Special Class programs through their IEP will be provided with appropriate materials and instruction by their special education teachers to meet their needs.
- d. Supplementary Aids and Services
 - i. Supplementary aids and services that can continue to be provided to students in the distance learning setting will be accessible, including supplemental instruction where appropriate. Classroom and one-to-one instructional aides will not be available to support a student during a health-related closure.
 - ii. Related Services (Counseling, Speech-Language, Physical Therapy, Occupational Therapy):
 - iii. Counseling, Social Skills, Speech, Physical and Occupational Therapy activities will be provided to students by providers in the same manner as the general education curriculum, via electronic access or home-based packets. Parents will work in conjunction with therapists to monitor data and progress on goals.
 - iv. School nurses will monitor health related items and IHP remotely

- e. Additional activities will be scheduled and provided via electronic or telephone based on individualized students needs.
- f. Out of District Programs
 - i. Unless further guidance is provided by the New Jersey Department of Education, in the event that Florham Park District and/or out-of-district schools attended by our students are closed, Florham Park Schools will collaborate with the out-of-district placement to offer appropriate meaningful learning activities for completion at home.
- g. Referrals and Evaluations
 - i. The referral process will continue per policy 2460 - Special Education. Whenever possible, timelines will be adhered to via remote meetings and video conferencing.
 - ii. The district will make every effort to ensure that evaluations are completed within the timelines set forth in the code. Given that evaluations can only be conducted under standardized conditions including face to face contact with students, timelines may be impacted due to extended school closures. Child Study Team members will contact parents if school closures or health concerns preclude the ability to conduct or complete evaluations.

4. School Nutrition Benefits/Services

- a. Not applicable. District does not participate. See county approved document.

5. Attendance Protocols

- a. Parents will be advised to call the absence number of each school on a daily basis should their child not be able to complete their assignments, indicating an absence. Secretaries will record the absences in Genesis by taking calls from parents from the absence line/emails.
- b. Attendance will be taken by the building administrators/secretaries based upon parent phone calls/emails.
- c. Parent calls will be logged, inputted into our Genesis program, and daily attendance lists will be published to faculty via email to gauge assessment completion.

6. Business Office Operations

- a. Payroll will be done remotely.
- b. No essential personnel will be needed to print checks as district is 100% direct deposit.
- c. Hourly employees will be paid as per their contracted hours.

7. Custodial Operations

- a. The District has established procedures for cleaning and sanitizing district facilities and school buses.
- b. Additional overtime has been added to specific custodians to increase the cleaning and sanitizing protocols.
- c. Hours/schedules will be created to maximize social distancing practices.

8. Other items

- a. Athletics and co-curricular activities will be canceled.
- b. Facility use will be cancelled.

- c. All field trips will be canceled.
- d. Depending on the reason for closing, access card systems may be turned off to prevent any staff members from accessing schools.

9. Expectations for Staff (Non-Essential Personnel)

- Work Hours: as per contract (normal school day)
- All work/training/conferencing/etc. takes place remotely

10. Essential Personnel

- a. Chief School Administrator (1)
 - Oversee and coordinate operations/human resources
 - Remote access for items that can be performed remotely
 - Limited access to office
- b. Executive Secretary to the Superintendent (1)
 - Assist with items related to operations/human resources
 - Remote access for items that can be performed remotely
 - Limited access to office
- c. Business Administrator (1)
 - Maintain Business Office operations
 - Remote access for items that can be performed remotely
 - Limited access to office
- d. Executive Secretary to the Business Administrator (1)
 - Assist with items related to the Business Office operations
 - Remote access for items that can be performed remotely
 - Limited access to office
- e. Payroll/Benefits Specialist (1)
 - Maintains payroll/benefits
 - Remote access for items that can be performed remotely
 - Limited access to office
- f. Transportation/Accounts Payable Specialist (1)
 - Coordination of transportation
 - Maintains accounts payable
 - Delivery of items, if needed
 - Remote access for items that can be performed remotely
 - Limited access to office
- g. Supervisor of Buildings & Ground (1)
 - Maintains the supervision and upkeep of all district buildings and grounds
 - Remote access for items that can be performed remotely
 - Limited access to office
- h. Custodians (7 + 2 part-time) /Maintenance Crew (3)

- Cleans, sanitizes, provide upkeep to buildings and grounds
 - Provide access to district facilities
 - Physically stationed on school premises
- i. Principals (3) /Director (1) /Supervisor (1)
- Maintain school/department operations
 - Remote access for items that can be performed remotely
 - Limited access to office
- j. Main Office School Secretaries (3)
- Assist with maintaining school/department operations
 - Remote access for items that can be performed remotely
 - Limited access to office
- k. Technology Coordinator (1)
- Assist staff/student/parents using remote access
 - Assist with Distance Learning Platform and District communication
 - Remote access for items that can be performed remotely
 - Limited access to office
- l. Computer/Network Technician (0.5)
- Assist with chromebook/technology/network issues (students/staff/parents)
 - Remote access for items that can be performed remotely
 - Limited access to office

This plan is subject to change based on recommendations from the NJDOE, CDC and/or County Health Dept.