

Florham Park School District
School Health Related Closure Plan
Emergency Preparedness Plan

- Originally Submitted: March 6, 2020
- Resubmitted to NJDOE Update #2: March 20, 2020
- Resubmitted to NJDOE Update #3: May 8, 2020
 - Including NJDOE Checklist For School Health Related Closure Plans attachment
 - Pending BOE Approval: May 26, 2020

Prepared by:

Dr. Steven Caponegro Superintendent of Schools

973-822-3880

steve.caponegro@fpks.org

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, district online program/applications, Zoom, Google Meets, and district email
 - i. Staff will contact students and parents/guardians via email or phone call if the student is not participating in online instruction and/or submitting assignments
- 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)
 - v. April 27, 2020 (Approved by BOE- extract emailed to county DOE, posted on district website)
 - vi. May 26, 2020 (Scheduled for BOE approval, then reposted on district website)
- d. Develop consistency among grades/courses to ensure uniform content delivery
 - i. Continual updating of formative/informative assessments through Genesis and online applications
 - ii. Delivery of services and equitable access to instruction for all students to maximize student growth and learning to the greatest extent possible
 1. General Education

2. Special Education
3. ESL/ELL
4. G&T
5. Homeless
6. Migrant
7. All students groups, subgroups and demographics enrolled within the district

e. Summer Services

- i. Extended School Year “ESY” - Plans and staffing have been created by the district to operate a physical ESY program or a remote learning ESY program.
- ii. All students will continue to have access to district provided 21st century online instructional programs
- iii. All students will be assigned summer assignments individualized based on their current and most accurate levels of assessment
- iv. Summer Assignments will assist to form a baseline for the next school year. Further baseline assessments will be conducted when students are physically back at school.

f. Gr.8 Graduation/Promotion (pending social distancing restrictions)

- i. The district plans to create a digital graduation
- ii. The district provided a survey to the parents/students asking if they would attend a graduation event of the summer/fall if social distancing restrictions permitted.

g. Association has been notified

2. Demographics: The Florham Park School District is located in Morris County, New Jersey. The total population for Florham Park School District, as of October 15, 2019, was 991 students. At the time of that report, there were:

- 0 homeless students.
- 3 students were noted to be low socioeconomic status.
- 183 students were considered students with disabilities with 5 students attending out of district placements.
- 33 students are part of the PreSchool Program (5-3YO/28-4YO).
- 9 students are listed as being English Language Learners.

3. 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.

2. 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. The Special Services Department will document IEP implementation, including tracking of services, student progress as well as provision of accommodations and modifications by documenting service sessions, digital learning assignments/materials, and communicating to parents and special education staff.
 - iii. Case Managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible via email, phone, and/or video conferencing
 - iv. The Child Study team will, following guidance from NJDOE and USDOE, hold Identification, Evaluation Planning, Annual Review, and other IEP meetings as per NJAC 6A and IDEA. Meetings will be held virtually or telephonically with full participation of all team members and parents/guardians.
 - v. The Child Study Team will work to continue to evaluate students as appropriate, including continuing to conduct Social History evaluations, functional evaluations; we will collaborate and accept reports and testing from Early Intervention Providers as appropriate.
 - vi. 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.
 - vii. 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.
 - viii. 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.
- h. ESL
 - i. ELL students will continue to receive instruction and differentiation by remote learning.
 - ii. Services will continue to be provided by the ESL teacher and materials/directions will continue to be translated for ELL students and families if needed.
 - iii. Student transferring and/or newly enrolled to the district will:
 - 1. Be provided a Home Language Survey
 - 2. Evaluated for language services if the Home Language Survey indicates the need for testing; and
 - 3. Provided with ESL services, if identified.

4. School Nutrition Benefits/Services

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

5. Attendance Protocols

- a. District will continue to abide by Policy 5000 - Attendance
- b. 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.
- c. Attendance will be taken by the building administrators/secretaries based upon parent phone calls/emails.
- d. 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.
- e. Staff will contact parents/guardians via phone/email should concerns regarding attendance arise.

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. Facilities/Custodial Operations

- a. The District has established procedures for cleaning and sanitizing district facilities and school buses.
 - i. Schedules have been created to manage and view who is working from the building and for the custodial crew to clean/sanitize the room following.
- b. Additional overtime has been added to specific custodians, if needed, to increase the cleaning and sanitizing protocols.
- c. Hours/schedules will be created to maximize social distancing practices.
- d. All school buildings and facility use are closed, except for essential workers, until further guidance is provided by the State

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

- m. Referendum Project Workers (TBD)
 - Workers needed to plan/complete approved referendum projects

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