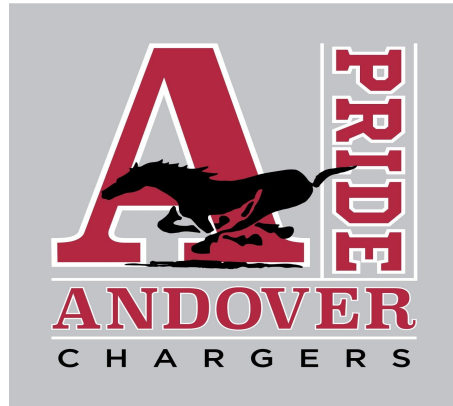


Andover Regional School District:
Health Related Closure Plan
2019-2020



Mr. Dennis Tobin
Interim Superintendent
Submitted: March 12, 2020

Andover Regional School District

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Mr. Dennis Tobin
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Mrs. Jennifer Reynolds
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School Health-Related Closure Plan

Planning Team

- Dennis Tobin, Interim Superintendent
- Nicole Sylvester, Business Administrator/Board Secretary
- Jennifer Reynolds, Supervisor of Curriculum, Instruction, & Assessment
- Suzanne Ross, Supervisor of Special Services
- Bryan Fleming, LPS Principal
- Cindy Mizelle, FMB Principal
- Joe DeLuca, District Technology Coordinator

Per NJDOE Special Broadcast on March 5, 2020:

- In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education may utilize home instruction to provide instructional services to enrolled students.
- The provision of home instruction services should be guided by N.J.A.C. 6A:16-10.1 and may include direct services, online instruction, services provided through contract with another district board of education, or any other means developed by the district to meet the needs of its students.
- 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.
- NJDOE encourages all educators and members of the public to recommit to raising awareness of the deep educational and personal harm brought by stigma, bullying and harassment in our schools, and to spreading factual public health information without fear or stigmatization.
- NJDOE also encourages boards of education to adopt enhanced school cleanliness and disinfection protocols, including disinfection of frequently touched surfaces and objects.

Per N.J.A.C. 6A:16-10.1 (home or out-of-school instruction due to a temporary or chronic health condition):

- The school district shall establish a written plan for delivery of instruction to continue the student's academic progress and to maintain a record of delivery of instructional services and student progress.
- The teacher providing instruction shall be a certified teacher.
- The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.
- For a student with disabilities, the home instruction shall be consistent with the student's individualized education plan (IEP) to the extent appropriate and shall meet the Core Curriculum Content Standards. When the provision of home instruction will exceed 30 consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.
- For a student without disability, the home instruction shall meet the Core Curriculum Content Standards, and the requirements of the district board of education for promotion to the next grade level. When the provision of home instruction will exceed 60 calendar days, the school physician shall refer the student to the child study team for evaluation, pursuant to N.J.A.C. 6A:14.

Elements of the Plan

1. Planning:

The Andover Regional Schools will operate on an **early dismissal schedule on March 13 & 16, 2020** in order to provide teaching staff the opportunity to plan for up to two weeks of guided learning experiences during a health-related school closure.

2. Instructional Time:

Each student will be provided a minimum of 10 hours up to a maximum of 20 hours of guided learning experiences per week as designed by the school's teaching staff. Guided learning experiences will be delivered on the first morning of a health-related school closure and will continue until school reopens.

3. Instructional Platforms:

- a. Students at the Florence M Burd School in grades Pre-K through grade 1 will bring home hard copies of guided learning experiences, textbooks, and other materials prior to a health-related school closure if possible. Work may also be posted via teacher websites or Class Dojo. Students in grades 2 through 4 will receive work via teacher Google classrooms and/or websites.
- b. Students at the Long Pond School (grades 5-8) will be able to access guided learning experiences remotely through Google Classroom and Google Apps for Education, in addition to using textbooks and other materials .

4. Access to Technology:

- a. A survey was taken to assess the needs of our families.
- b. Any student whose family does not have a computing device at home will be encouraged to use a district-provided device.
- c. Any student whose family does not have internet access and any student with special learning needs who cannot participate successfully in remote learning will bring home hard copies of guided learning experiences, in addition to their textbooks and other materials. These materials will be sent home prior to a health-related school closure, if possible. If not, the district will make arrangements for learning resources to be provided.

5. Special Education and Related Services:

Special education related services (i.e., OT, PT, Speech, CST) will be provided in a compensatory manner after the school closure has ended. Where permissible and appropriate, services will be provided on a case by case basis digitally.

6. Student Support Services:

Student support services (i.e., counseling, nursing) will be made available after the health-related school closure has ended. Where permissible and appropriate, services will be provided on a case by case basis digitally.

7. Free and Reduced Lunch Services:

Students on free or reduced price meals will have 5 days of lunch available at a school designated pick up site on the first day of school closure. Another 5 days of lunch will be prepared and available on the first day of any additional week(s) of closure.

8. Extra-Curricular Programs:

All before and after school programs, social trips, field trips, athletic contests, and other extracurricular activities would be cancelled during a health-related school closure.

9. Field Trips and Social Events:

Parents are advised not to make down payments on planned social trips and field trips for the remainder of this school year. Non-essential trips are subject to being cancelled due to health-related considerations.

10. Attendance:

Student absences will be recorded as normal through PickUp Patrol in the event that a child is ill and is unable to participate on any given day. If for any reason, a parent is unable to access PickUp Patrol through the parent portal, a message should be left with the school nurse.

11. Communication:

Information, including the Andover School Health Related Closure plan, is disseminated to our families through Genesis, the district website, and/or SchoolMessenger.

12. Disinfection/Sanitation Procedures:

a. Andover Regional School District Disinfection/Sanitation Procedures Plan outlines the differences between cleaning, disinfecting and sanitizing.

b. The plan goes on to make note of daily procedures that include a multi-step process to ensure that all frequently touched surfaces (flat surfaces, door knobs, door handles, sinks, facets, toilets, urinals, desks, phones, keyboards, window ledges, handrails, etc.) are cleaned and disinfected.

c. ECO “Green Seal” Spartan certified cleaners, Critical Care (hospital grade) surface cleaner and health grade disinfecting wipes are utilized.

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category	Teachers Instruction Hours per day via remote learning
Administration	Oversee operations of the school district	Interact with BOE, community, & staff; student instruction; business office functions Monitoring/trouble shooting	6 people - CSA, BA, 2 Building Principal's, Director Of Spec Ed., & Supervisor of Instruction & Programing.	2-4 hours per day
Maintenance/Custodial	Maintenance, operation & cleaning of school buildings	operation of school buildings, along with ensuring safe cleanliness.	9 on a rotating basis.	
Technology	Oversight of infrastructure, along with technology support to staff	Working with Administrative team in the implementation of our Health Related Closure Plan	2 - Technology Director and data base assistant.	
Maschio's Food Service Company	Providing lunch for identified students	Working with bus company in the delivery of lunches to identified students	1 employee daily	