



# **Medford Township Public Schools**

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## **PANDEMIC/HEALTH RELATED SCHOOL CLOSURE PREPAREDNESS PLAN**

**Revised as of March 30, 2020**

**SFA NAME: Medford Township Board of Education**

**AGREEMENT #: 00503080**

**Refer to Section 10 for Provision of Food Services**

### **Section 1: Purpose of Preparedness Plan**

1. The New Jersey Department of Education has provided guidance for school districts to use in the event of health related closures
2. This guidance stipulates that school districts who provide a program of "Home Instruction" to meet the educational needs of all students with equitable access to learning may count these days towards the 180 school year requirement

### **Section 2: Determination of School Closing**

1. The determination to close schools due to health related events will be made in consultation between the Burlington County Health Department and the Superintendent of Schools
2. In emergent situations the closing of schools could be directed by the Federal or State Government

### **Section 3: Community Notification of Health Related Closing**

1. The Superintendent in collaboration with the Burlington County Department of Health will prepare written notification for the school community that will include a rationale
2. The following modes of communication may be utilized:
  - a. Emails of the letter will be sent to all parents/guardians
  - b. Notification will be posted on the Medford Township School District Website
  - c. School Messenger Notification will be broadcast

**Section 4: Notification to School Service Providers**

1. The Superintendent will notify YMCA of the Pines Before and After School Program
2. The School Business Administrator will notify Education Services Solutions (ESS)

**Section 5: Educational Services Solutions (ESS)**

1. Interim Teachers will continue to work during school closure
2. Building-based substitutes will not work
3. Paraprofessionals will not work
4. ESS will be compensated in accordance with the terms of their employment agreement

**Section 6: Communications During Closings**

1. Superintendent daily contact with the Burlington County Health Department
2. Administrative Team daily update or as needed with Superintendent
3. School Messenger Broadcasts to school community on an as needed basis
4. Informational posting on the School District Website
5. All staff will have access to email and Google accounts
6. MTPS Conference Call line may be utilized for Administrative Team, Staff, BOE Members and meetings

**Section 7: Continuity of District Operations**

1. Payroll will continue on schedule
2. Board of Education Meetings will be held as scheduled unless otherwise announced in approved locations

**Section 8: Home Instruction**

1. All students in the Medford Township School District are being afforded Flexible and Equitable Home Instruction learning opportunities/assignments via the initial Pandemic Curriculum, supplementary lessons to the curriculum provided by teachers and Virtual Instruction by teachers to be initiated the week of April 6, 2020, Pre-K thru 8th Grade. Accommodations and special programming has been created for Pre-K, Students with Disabilities, English Language Learners (ELL) and Homeless Students - Refer to Section 12. To date all students have been accommodated for Internet Access and individual devices to complete assigned work via the Virtual Curriculum.
2. Home Instruction Learning Opportunities will be made via the following means:
  - a. Updated Fifteen (20) Day Pandemic Generic Curriculum (all subjects) refer to district website for Curriculum
  - b. Hard copies of learning packets sent home from schools for selected students and to families upon request

- c. Curriculum to be posted via email to students and parents by grade level and on District Website
  - d. Home Instruction Curriculum will be transitioned to Virtual Instruction for all students during the week of April 6, 2020 Pre-K thru 8th Grade. The weeks of March 23, 2020 and April 30, 2020 will be utilized to assist teachers in making the transition to the Virtual Curriculum.
3. The teaching staff, CST members, nurses, etc. will continue to be available Monday thru Friday to answer emails, conferencing, wellness checks, conduct phone calls, Google meetings, etc. with students and parents
  4. Student work will be checked by the teacher upon return to school and during Virtual Instruction.
  5. Teachers will sign in remotely twice a day for record keeping purposes

## **Section 9: Access to Technology**

During the week of March 2, 2020, our Central Office Staff surveyed all parents to determine if they had internet access via the Genesis Student DataBase System. We determined all families have internet access. This was confirmed via the Principal and School Secretary at each school building. The Home Instruction Pandemic Curriculum was emailed to parents on March 15, 2020; an additional five lessons were created by staff and added to the curriculum on March 16, 2020. Over 150 paper copies (packets) of the curriculum were also provided to parents at their request. On March 20, 2020 the superintendent directed parents via a School Messenger to complete a Google Form Survey if they were in need of a Chromebook for their child. To date over 200 Chromebooks have been delivered to homes by district staff to students in need. Information regarding free Comcast Internet Essentials was also sent to parents in English and Spanish as a reference. Additional assistance has been provided by district administration and IT staff to parents requesting technology support.

## **Section 10: Provisions of Food Services**

**SFA Name: Medford Township Board of Education**

**Agreement # 00503080**

1. Nutiserve began providing student lunches, Monday, March 16, 2020. We are providing lunches Monday thru Friday during the school closure for all students pre ordering a lunch-See attached Letter to Parent(s)/Guardian(s)
2. Lunches will be distributed via drive in pick up at the Memorial School (providing social distancing)
3. Meals to be claimed for reimbursement per day: 1 meal/snack per child per day
4. Meal content: students select from three daily choices meeting all school requirements as per state guidelines for student lunches

## **Section 11: Athletics, Extra-Curricular Activities and Community Activities**

1. During school closings all athletic, extra-curricular and community activities (scheduled to be conducted in school facilities) will be cancelled
2. Activities will resume after consultation and approval from the Burlington County Health Department

## **Section 12: School Support Services Department Considerations**

### **1. Materials and Assignments to Meet Student Needs**

To the greatest extent possible students with disabilities will be provided the special education and related services, according to their IEP. Special education teachers will plan and consult with general education teachers and ensure the modifications and accommodations are afforded for in class resource classrooms through remote instruction. For resource replacement and multiple disabilities classrooms, the special education teachers will be the primary driver of instruction, along with IEP modifications. Some students may be receiving hard copy packets to complete during the closure. Follow up will be addressed at the conclusion of the school closing

### **2. Scheduling of Evaluations, IEP Reviews, Eligibility meetings, and Reevaluation Meeting**

All Child Study Team meetings, scheduled and unscheduled, will continue to be conducted remotely through teleconferencing. If a parent objects to this practice, the meeting will be delayed and noted accordingly.

When necessary student record information is available, we will complete all aspects of the initial evaluation that can feasibly be completed, other than conducting individual testing of the student, during the school closure. Remaining aspects of the evaluation will be completed when school reopens, including all necessary assessments/testing. If all necessary information is completed and available, the Eligibility Meeting will be completed remotely. Items that can be completed, as appropriate for the student, include (see NJAC 6A:14-3.4) Functional assessment of academic performance, behavioral assessment, language needs, communication needs through parent interview, teacher interview, review of developmental/academic history, review of interventions documented by teachers, surveys, inventories, analysis of work, self-report, informal rating scales, and preparation of portions of written reports. Reevaluation can also be waived with parent consent, and requesting and obtaining such consent could occur while schools are closed.

### 3. Communication Plan for All Parents

The staff of the Office of Educational Support Services will engage parents in frequent and ongoing communication, including such communication with families of students in out-of-district schools. The primary means of these communications will be via email, teleconference, and webpages.

### 4. Related Services

All related services are at first provided remotely through tasks and activities that are correlated with the IEP goals of students. Since legislation has now been signed to authorize the provision of speech and counseling services through online means, such as videoconference, we are planning to include such a delivery modality through Google Meet in our plans, where feasible and provided parental consent is obtained.

### 5. Compensatory Services

In accordance with the USDOE and NJDOE guidance, after schools reopen and if it is determined, based on individual circumstances, that a meeting is needed to consider compensatory services for a student, our IEP team will meet and discuss what, if any, services are necessary. Consideration for individual students' need for compensatory services will be based on how far the student has regressed in each area and what instruction and/or related services need to be provided to bring the student to the point where we are able to provide FAPE going forward? Such compensatory services need not automatically be an hour for an hour. Instead, the IEP team will consider, per the USDOE guidance, if any are needed for a student to receive FAPE moving forward.

### 6. Transportation

At this time, all schools, public and private, are under a mandated closure. Should an out of district school re-open before Medford Township Schools reopen, transportation may resume when MTPS re-opens.

### 7. Homebound Instruction

Students currently on Homebound Instruction will have access to the Pandemic Curriculum through email and the district website

## **Section 13: School Facilities**

1. The cleaning and disinfecting of school facilities after a closure will be in accordance with guidelines provided by the Center of Disease Control (CDC)

2. Custodial staff will be provided with Personal Protective Equipment (PPE) and adhere to the protocols for washing of hands after cleaning and disinfecting school facilities
3. Custodial Staff will strictly adhere to the protocols established by the CDC for cleaning and disinfecting school facilities
4. Independent Decontamination Contractors may be employed to sanitize the district upon joint determination by the district and the Burlington County Health Department

#### **Section 14: Determination to Re-open Schools and Notification to the School Community**

1. The Superintendent of Schools will consult with the Burlington County Health Department and schools will reopen following their approval
2. The school community will be notified 48 hours prior to the re-opening of the school district
3. Notification will be accomplished via the following:
  - a. Notification will be posted on the MTPS District Website
  - b. School Messenger Broadcast will be utilized
  - c. Nixle Notification

#### **Section 15: School Closure Resolution**

1. The Administrative Team will meet to review the effectiveness of the Health Related School Closure Plan following the re-opening of school
2. Debriefing will address the following:
  - a. Effective components of the plan
  - b. Identify areas of the plan for improvement
  - c. Revise plan based on recommendations and identified needs
  - d. Prepare a report for the Board of Education
3. The Superintendent will provide the findings of the report to the Board of Education and the school community