

# TRENTON SCHOOL DISTRICT

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“Children come first; los niños son primero.”



## **Health-Related School Closure - Emergency Preparedness Plan**

The Trenton Public School District  
108 N. Clinton Ave, Trenton, NJ 08609

# TRENTON SCHOOL DISTRICT

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No Alibis, No Excuses, No Exceptions**

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## I. INTRODUCTION

Our district's mission is that "All students will graduate with a vision for their futures, motivated to learn continually and prepared to succeed in their choice of college or career." In the event that our district is unable to operate fully due to public health-related school closure, this preparedness plan will ensure that we offer a continuing equitable educational plan for all our students inclusive of individual needs of every child, including students requiring interventions, students with special needs, English Language Learners (ELL), and gifted students.

## II. PURPOSE

This Public Health-Related School Closure Preparedness Plan for the Trenton School District will serve as a guideline and resource to ensure that educational and supplementary services are continued and provided for all students in the event of a pandemic outbreak in a safe and healthy environment. This plan does not replace or supersede any laws or policies including those established by the New Jersey Department of Education and/or New Jersey Department of Health Services.

## III. CONTEXT & BACKGROUND

- Over the last month, The New Jersey Department of Education and New Jersey Department of Health has disseminated public communication and guidance for schools in the event of a pandemic influenza outbreak.
- Communications have been shared by district leadership members and communicated to our educational community district-wide in an effort to develop proactive and preventive measures for staff, parents and students.
- District leaders and stakeholders have met to understand The New Jersey Department of Education and The New Jersey Department of Health guidance regarding the event of school closings. Leaders discussed possible plans and strategies to ensure that learning continues and services are provided to all students.
- During stakeholder meetings, the specific needs of our families were taken into consideration such as accessibility to the Internet and a device when considering virtual instruction for students. Therefore, two options were determined feasible: 1) Virtual instruction via Google Classrooms for students that have access to the Internet and a device and 2) Printable packets for students who do not have Internet access or a device.
- Both options for continuous student learning are aligned to the New Jersey Student Learning Standards and are the same for students throughout all K-12 grade levels independently of their designated school site.
- The Trenton School District will continue to adhere to the guidance provided by local and state officials regarding the ever-changing current situation.

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## IV. DEMOGRAPHIC DATA

STUDENT POPULATION	TOTAL	PERCENTAGE
District-Wide Students	12,612	-
Special Education Students	1,733	13.7%
English Language Learners	3,724	29.5%
Students Free and Reduced Lunch		Universal Free Breakfast & Lunch

## V. CONTINUITY PLANNING DURING A HEALTH-RELATED CLOSURE

This plan serves to ensure continuity of educational and supplementary services to all students in the Trenton School District. The goal is to keep all members of the organization informed and updated with accurate and timely messaging. During a health-related closure, important information will be disseminated via three modes of communication: the District's School Messenger Alert System, alerts posted on the district website, and messages broadcast on district social media accounts. Robocalls via School Messenger will be distributed in both English and Spanish. Any district school closure will be made in consultation and under the guidance of local and state health officials. This plan is mandated, required and satisfies the 180-day school requirement.

## VI. PANDEMIC RESPONSE

### A. COMMUNICATIONS PLAN

Trenton Public Schools has experience with determining weather-related closures. However, determining a school closure, due to health-related reasons, requires a different process in collaboration with the Department of Health and NJ Department of Education. While the procedure of district and school closure follows a similar process, it is critical that any health-related closure be made in direct consultation and under the guidance of local or state health officials. This is a requirement if the school closure days are to be counted toward the 180-day school requirement. The Superintendent will work closely with school leaders and various stakeholders to ensure all information regarding the district's state of organizational readiness is communicated to the school community.

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## B. PANDEMIC RESPONSE TEAMS

The Superintendent will be responsible for organizing the following teams to plan and coordinate:

- District Crisis Response Team (in the event of traumatic loss during the pandemic)
  - Superintendent of Schools
  - Assistant Superintendent of Student Services
  - Assistant Superintendent of Schools K-5
  - Assistant Superintendent of Schools 6-12
  - Business Administrator
  - Facilities Administrator
  - Director of Specialized Services
  - Supervisor of Guidance
  - Supervisor of Nursing and Health Services
  - District administration and staff as deemed necessary
  - Members of the Building and District-Wide Crisis Response Team
  - School Counselors
  - School Nurses
  - Members of the Child Study Team
  - First Responders – Police, Fire, EMT, etc.
  - Interfaith Community
- Curriculum Planning Team
  - Superintendent of Schools
  - Chief Academic Officer and Content Area Supervisors
  - Assistant Superintendent of Schools K-5
  - Assistant Superintendent of Schools 6-12
  - Director of Specialized Services
  - Principals and Assistant Principals
  - Trenton Education Association Leadership Team
  - Classroom Teachers
- Special Education Planning Team
  - Assistant Superintendent of Student Services
  - Director of Specialized Services
  - Supervisors of Specialized Services
  - Coordinator for Special Education
  - Program Manager for Specialized Services
  - Child Study Teams
  - Special Education Teachers

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- Communications Team
  - Superintendent of Schools
  - District Legal Counsel / Public Relations Officer
  - Assistant Legal Counsel
  - Administrative Assistant to the Superintendent
  - Network Coordinator
  
- Operations Team
  - Business Administrator
  - Building and Grounds Leadership Team
  - Manager of Transportation
  - Food Services Vendor
  - Accounting Office
  - Payroll and Accounts Payable
  - Human Resources
  - Board Office
  - Technology Team
  - Security Vendor
  
- Security Team
  - Assistant Superintendent of Student Services
  - Managers of School Support
  - Manager of Security Vendor (Motivated)
  - Assistant Principals and Principals

## **VII. CONTINUITY PLAN**

### **A. ESSENTIAL FUNCTIONS**

Regardless of the duration of a health-related school closure, the district will continue to educate all students. If the district is forced to shut down due to a health-related closure, and the state recognizes the need to count virtual/remote school days, the school district will provide home instruction to students.

#### **Essential Staff**

Governor Phil Murphy issued Executive Order 107 which states in part “all public, private and parochial preschool program premises, and elementary and secondary schools...shall remain closed to students as long as this Order remains in effect”.

The Executive Order authorizes the Department of Education “to permit schools to remain open on a limited basis for the provision of food or other essential, non-educational services”.

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The Executive Order also identifies “Examples of employees who need to be physically present at their work site to perform their duties include, but not limited to ... information technology, maintenance workers, janitorial and custodial staff, and certain administrative staff”.

Where possible, staff are to work remotely from home. When there is a limited need to physically be present at a district location, the Trenton Public Schools, under the provisions of the Governor’s Executive Order, has identified the following positions as essential during the COVID-19 school closure:

<u>Titles</u>	<u>FTEs</u>	<u>Function</u>
Superintendent of Schools	1	Administrative, Device and Packet Distribution
Asst. Superintendent of Student Services	1	Administrative, Device and Packet Distribution
Asst. Superintendent of Schools K-5	1	Administrative, Device and Packet Distribution
Asst. Superintendent of Schools 6-12	1	Administrative, Device and Packet Distribution
Chief Academic Officer	1	Administrative, Device and Packet Distribution
Business Administrator	1	Finance, Admin, Device and Packet Distribution
Business Office Staff	2	Finance and Payroll
Board Attorney	1	Administrative, Device and Packet Distribution
Facilities Administrator	1	Building Maintenance
Custodians	21	Building Cleaning and Maintenance
Director of Specialized Services (as needed)	1	Administrative, Device and Packet Distribution
Building Principals as deemed (as needed)	21	Administrative, Device and Packet Distribution
District administration and staff (as needed)	10	Administrative, Device and Packet Distribution
Food Services- Non Employees -Outsourced	TBD	Breakfast and Lunch Feeding
Bus Drivers	TBD	Device and Packet Distribution
Security Guards	TBD	Breakfast/Lunch Feeding, Device /Packet Dist.
Managers / School Support	TBD	Student Support, Device and Packet Distribution
Attendance Officers	TBD	Student Support, Device and Packet Distribution

## **B. EQUITABLE ACCESS STATEMENT**

The Board of Education shall work to ensure the District's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to educational opportunity for all learners.

The Board of Education shall ensure that the District's curriculum and instruction are aligned to the New Jersey Student Learning Standards. In the case of a pandemic outbreak or health-related closure, the Trenton Public School District recognizes the importance of continuing to educate its students. While the District understands it might not be able to operate at 100% capacity, this plan assists the District to provide students with a high-quality education as directed by the standards and expectations provided by the NJ Department of Education.



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## C. CURRICULUM AND INSTRUCTION

### EDUCATIONAL PLAN

**Goal of Experience:** To provide students with an alternate learning experience, either through virtual learning (Google Classroom & online programs available to students) or by completing printed learning modules. These lessons, both virtual and printed, have been created by grade level, content-area certified teachers ensuring that its content is aligned to the New Jersey Student Learning Standards. Despite the inherent challenges, this experience will foster continued progress with skill and knowledge acquisition.

The Trenton Public School District will provide students with an authentic and engaging learning experience, enhanced with other web-based tools designed to promote online communication and collaboration. Teachers and students will continue to utilize Google Classroom for Education to post units of study, communicate with students and assess student work. As per NJDOH guidelines “In the event, a board of education is provided a written directive by either the NJDOH or the health office of the jurisdiction to institute a public-health related closure, the (district) may utilize home instruction to provide services to students”. This home instruction will count towards the 180-day requirement for school.

### K-5 Teacher Expectations

1. Teacher responsibilities to support students: Every staff member is responsible to support students assigned to them for the current school year.
  - a. Check and respond to parent and student emails
  - b. Provide feedback as appropriate to students
  - c. Collaborate with other grade level and subject-related teachers as needed for consistency and optimization
  - d. Continue to update grade book in PowerSchool
2. A series of learning experiences have been created for students by grade level. These experiences will be posted on the district website and they will be made available to students via a direct email from teachers to parents. For students that do not have access to the Internet or a device, printable copies of the unit of study will be provided.
3. Upon return to school, schools will plan for a celebration of learning to share their products, provide feedback, and enable students to receive feedback from peers.

### Middle and High School Teacher Expectations

As we consider the context of this emergency contingency plan due to health-related school closing, please keep in mind that the purpose of this learning experience is to continue to expose

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students to the learning and practice of the New Jersey Student Learning Standards. Staff should follow these guidelines:

1. Teacher responsibilities to support students: Every staff member is responsible to support students assigned to them for the current school year
2. Provide students feedback through Google Classroom as they complete assignments
3. Check on students that have not submitted any work on Google Classroom
4. Continue to update grade book in PowerSchool
5. Be available to communicate with parents/students as needed to provide additional guidance of virtual lessons/resources and/or printable units of learning

## **Guidelines for Students and Families:** Elementary, Middle and High School Levels

The following communication was sent out to parents/guardians and the Trenton school community on how to access virtual training learning units:

In the event the New Jersey Department of Health (NJDOH) mandates that schools close due to the Coronavirus, the Trenton Public Schools has developed a plan to ensure continuity of instruction and student learning. Teachers have developed assignments that students have two options to access and complete the work.

### **Option A: Paper Packets**

Students without Internet access or an internet-enabled device will receive printed packets.

### **Option B: Digital Learning**

Students who have internet access and a device can access the assignments through Google Classroom and Clever. All directions will be posted along with the assignments.

## **Instructions for Accessing Option B Learning Activities**

### **Accessing Google Classroom from a Web Browser, i.e., Google Chrome, Safari, Explorer**

**(This will generally occur on a laptop or desktop computer)**

- Open your preferred choice of web browser
- Navigate to the Trenton Public Schools webpage: <http://www.trentonk12.org/>
- Click on the “Google Classroom” button at the bottom of the page
- Enter your Student ID@district domain ([123456@trenton.k12.nj.us](mailto:123456@trenton.k12.nj.us)) and your student password
- This will bring you to your current teacher’s Google Classroom. For elementary schools, the classroom name is “Contingency Class”
- If you have never been a member of that class, you will need to enter the classroom code (provided by your teacher) in order to join. Please enter that code when requested
- All assignments will be listed in the classroom, which is where you will complete and submit them
- All assignments should be completed before returning to school



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## Accessing Google Classroom from the “Google Classroom” App

### (This will generally occur on a Smartphone or Tablet)

- Locate and download the app from the App Store or Google Play Store
- Open the app and log in with your Student ID@district domain ([123456@trenton.k12.nj.us](mailto:123456@trenton.k12.nj.us)) and your password
- Once you are logged into the app, select the class and enter the code provided by your teacher
- All assignments will be listed in the classroom, which is where you will complete and submit them
- All assignments should be completed before returning to school

## Accessing Clever from a Web Browser (for Lexia, Waterford, Discovery Education, and any other online resources)

### (This will generally occur on a laptop or desktop computer)



- Open your preferred choice of web browser
- Navigate to the Trenton Public Schools webpage: <http://www.trentonk12.org/>
- Click on the “Students and Parents” link at the top of the page
- Click “Clever Dashboard Access” from the list of choices
- Click “Log in with Google”
- At the screen below, enter your student ID number and click “Next”

- When asked to “enter your password”, please do so and click “Next”
- From your Clever portal, you can access any online instructional resources provided by your teacher, school, or district

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## District Online Programs for Trenton Public School Students:

Level	Subject		K	1	2	3	4	5	6	7	8	9	10	11	12
Elementary	ELA	<b>Waterford</b>	X	X											
Elementary	ELA	<b>Lexia</b>	X	X	X	X	X	X							
Elementary	Math	<b>DreamBox</b>	X	X	X	X	X	X							
Elementary	Math	<b>Zearn</b>	X	X	X	X	X	X							
Elementary		<b>Go Noodle</b>	X	X	X	X	X	X							
Elementary/Middle	Bilingual/ ELA	<b>I-Station</b>	X	X	X	X	X	X	X	X	X				
Elementary/Middle /High	Science	<b>PSI</b>	X	X	X	X	X	X	X	X	X	X	X	X	X
Elementary/Middle /High	World Language	<b>Rosetta Stone</b>	X	X	X	X	X	X	X	X	X	X	X	X	X
Middle	Math	<b>Mathia</b>							X	X	X				
Middle	Science	<b>Amplify Science</b>							X	X	X				
Middle	Social Studies	<b>Discovery</b>							X	X	X				
Middle/High	ELA	<b>Read 180/Systems 44</b>							X	X	X	X	X	X	X
Middle/High	ELA	<b>PowerUp</b>							X	X	X	X			
Middle/High	Math	<b>Khan Academy</b>							X	X	X	X	X	X	X
High	ELA	<b>Realize</b>										X	X	X	X
High	ELA (Honors)	<b>LaunchPad</b>										X	X	X	X
High	Math	<b>Agile Mind</b>										X	X	X	X
High	Social	<b>McGraw-Hill</b>										X	X	X	X

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	Studies																
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\*Office Hours” - Teachers will be available to students for a minimum of 4 hours daily between the hours of 8:00 am to 3:00 pm in the form of:

- Google Classroom
- Checking email
- Responding to students, providing feedback, and grading assignments

## D. SPECIAL EDUCATION PLAN

It is imperative the District provide an appropriate education for Special Education students during a period of pandemic outbreak. We will make every effort to meet the requirements for teacher-student contact time for students with disabilities via distance learning and/or instructional packets along with email, phone, and/or video conferencing support as with general education students. Student progress will be monitored and feedback provided online by general and/or special education teachers, when appropriate, with the opportunity to communicate directly during pre-scheduled times. Upon returning to school, the Individualized Education Program (IEP) team will determine if additional services are required. IEP development meetings will be held as appropriate to determine if compensatory education services are warranted to address an individual student’s progress toward learning goals and objectives.

### Preschool Programming

In-Class Resource/In-Class Support: Instructional programming will continue according to the general education curriculum, as guided by the Division of Early Childhood. General and Special Education Teachers will collaborate to modify and adapt student materials, as appropriate, to student IEPs.

Preschool Disabilities: Instructional programming will continue according to the general education curriculum, with more extensive modification and adaptation of student materials, based on the needs indicated in the student’s IEP.

### School-Age Programming

General Education with Accommodations and Modifications/In-Class Resource/In-Class Support: Primary instruction will be provided by the general education teacher with supplementary, modified and/or accommodated support provided by both the general and/or special education teacher(s), if applicable. Collaboration between teachers to modify and adapt

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student materials, as appropriate, to student IEPs will be ongoing as during usual instructional practices.

Pull-out Resource / Out-of-Class Resource: Primary instruction will be provided by the special education teacher for English Language Arts and Math. Special Education teachers will supplement, modify and adapt the general education curriculum, as appropriate, to student IEPs. Students will continue as usual per general classroom instruction for Science and Social Studies by the teacher(s).

Autism / Behavioral Disability / Cognitive Impairment / Learning and/or Language Disabilities / Multiple Disabilities: Primary instruction will be provided by the special education teacher for all academic subjects. The general education curriculum will be utilized with more extensive and individualized supplemental, modified and adapted skills and materials to address the students' IEP goals to the greatest extent possible.

### Speech-Language Services, Occupational Therapy, Physical Therapy, Counseling, and Home Instruction

Effective April 1, 2020, the State Department of Education implemented a Notice of Rule Waiver/Modification/Suspension Pursuant to Executive Order No. 103 (Murphy, March 9, 2020). Under this authority, the State Board of Education has adopted temporary rule modifications to Chapter 14 of the New Jersey Administrative Code, which governs the delivery of special education and related services to students with disabilities through the use of telehealth, telemedicine, electronic communications, remote, virtual, or other online platforms. By and through this modification, special education and related services are able to be provided through these means and allows opportunities to be provided to students with disabilities consistent with the student's IEP to the greatest extent possible. As such, related services shall be provided through electronic communications, virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.

The USDOE has noted in its March 21, 2020 Guidance that exceptional circumstances may affect how all educational and related services and supports are provided, and the USDOE will offer flexibility where possible. If there has been a delay in providing services or making decisions on how to provide services, compensatory considerations may be warranted when schools resume normal operations.

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## Temporary Modifications to Special Education Regulations, N.J.A.C. 6A:14 Adopted by the State Board of Education, April 1, 2020

### 6A:14-1.1 General requirements

- (d) Each district board of education is responsible for providing a system of free, appropriate special education and related services to students with disabilities age three through 21 which shall:
1. Be provided at public expense, under public supervision and with no charge to
  2. the parent;
  3. Be administered, supervised and provided by appropriately certified and qualified
  4. professional staff members;
  5. Be located in facilities that are accessible to the disabled; and
  6. Meet all requirements of this chapter; and
  7. [New] Be provided through electronic communications, virtual, or other online platforms as appropriate and as required by a student's individualized education program (IEP), during an extended public-health related school closure.

### 6A:14-3.9 Related services

- (a) Related services including, but not limited to, counseling, occupational therapy, physical therapy, school nurse services, recreation, social work services, medical services and speech-language services shall be provided to a student with a disability when required for the student to benefit from the educational program. [New] During an extended public-health related school closure, related services may be provided through telemedicine and telehealth, or through electronic communications, which include virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.

### 6A:14-5.2 Approval procedures for clinics or agencies

- (f) [New] During an extended public-health related school closure, an approved clinic or agency may provide related services to students with disabilities through the use of electronic communications, virtual, remote, or other online platforms, as appropriate, and as required by the student's IEP to the greatest extent possible.

- **Possible Speech and Language, Occupational Therapy and Physical Therapy Schedules (ie., Related Service Session):**
  - Proposed Weekly Schedule for servicing grade level students
    - Time Frame: 9:00AM to 1:00PM
    - Monday - Preschool
    - Tuesday, Wednesday, Thursday - Elementary
    - Friday - Middle & High School
  - Proposed Daily Schedule for Providers
    - 9:00-10:00:
      - Reports, paperwork, planning/preparing, Annual Reviews, CST Conferencing
    - 10:00- 10:30:
      - Online Speech Session I 20 minutes therapy 10 minutes open/close (via Skype or pre-recorded media )



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- 10:30-11:00:
  - Online Speech Session II 20 minutes therapy, 10 minutes open/close (via Skype?)
- 11:00-12:00 :
  - Online office hours (Parent/Teacher questions, etc.)
- 12:00-1:00:
  - Wrap up, Reports, Attendance, Preparing, Annual Reviews, CST conferencing
- Speech Therapy will focus on maintenance skills for language, articulation and fluency skills.
- Physical and Occupational Therapy will focus on maintenance of skills. Related Service Providers will record their sessions to upload onto our website where students and parents can access the sessions at any time.
- Additional Online Resources- Extra Activities and Parent Resources on Google Classroom
- Students Previously on Home Instruction Prior to School Closure
  - For those students previously on home instruction prior to the announcement of public health-related school closures, these students' names will be shared with appropriate grade-level teachers and will added to their Google Classrooms as appropriate. For such students who may not have internet access, print packets will be available based on this teacher's classroom at Central Office, 108 N. Clinton Street, Trenton NJ, effective March 19, 2020.

## Child Study and IEP Teams

The expectation is that Child Study and IEP Teams will continue to develop IEPs; write reports; plan for next year, etc...; Teams can conference through google hangouts, phone conferencing, Google classroom. Virtual office hours will be set up to address parent and teacher concerns, questions, and reschedule IEP meetings, as necessary.

## Individualized Education Program (IEP) Development (Annual & Re-Evaluation Meetings)

Case managers will schedule and attempt to conduct IEP meetings via phone or virtual conference meetings. Parents will be notified to elicit their participation. If parent requests that the IEP meeting be conducted once normal school activities have resumed, it will be taken into consideration. The District will seek NJDOE guidance regarding updates to code-mandated timelines and parent participation during the pandemic period.

## Initial Evaluation / Re-Evaluation Testing

Assessments for which consent was received prior to the pandemic will be rescheduled once normal school activities have resumed, with the exception of social assessments, which often require parent and teacher interview or rating scale data. The completion of the assessment will



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be contingent on the availability and consent of Parent(s). The District will seek the guidance of the NJDOE as to the adjustment of timelines during this public health-related school closure.

## Identification Meetings

Referrals for evaluation for special education services require a meeting of the IEP team to determine if an evaluation is warranted within 20-days of the district's receipt of the referral. These meetings will be attempted with the data available at the time. However, the District will seek NJDOE guidance as to the adjustment of timelines during this public health-related school closure.

## **Specific Child Study Team, Special Education Teacher, and Related Service Providers Ongoing Collaboration and Documentation.**

1. Enter student PLAAFPs and update Goals and Objectives in EasyIEP
2. Communication with teaching staff and CST members and parents
3. Virtual conferencing/ telephone conferencing
4. Email check-in 4x daily
5. Write Reports and IEPs
6. Conduct Socials
7. Testing accommodations updates
8. Related services updates
9. SEMI updates
10. Monitor Programs: Reading 180, Lexia, Systems 44, Power up
11. Out-of-District Schools will inform TPS of their plan to service our children.

## **Special Education Parent and Guardian Component**

Parental involvement is instrumental in our educational efforts during this pandemic outbreak, and every reasonable effort will be afforded to our families to support our students' continued success.

- Assess parents' availability.
- Daily 4 hour staff schedule (identified in this document) and on <http://www.trentonk12.org/SpecialEducationandServices.aspx>
- Establish what apps, phone numbers, or such, that we are going to use to communicate to our parents (Zoom, Class Dojo, Remind app, Google Voice, etc.). Apps should include a translation function.

Parents should check Power School in the Parent Portal to update their phone numbers and/or email addresses.

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Encourage parents to work with their children on the school work that is provided; have parents log what student has worked on/completed.

## **OOD Placements, Nonpublic Schools.**

The District will maintain regular communication with out-of-district placements and nonpublic schools during school closures. This includes in-state and out-of-state approved private schools for students with disabilities, county educational services commissions, jointure commissions, special services school districts, Naples placements, regional day schools, the Marie H. Katzenbach School for the Deaf, nonpublic schools (Chapter 192 & 193) and other school districts. As the sending District, we will confirm that such students are being provided instruction during school closures consistent with the student's IEP to the greatest extent possible. Specifically, the District is requesting the plan for instruction of such students from each placement to review the nature and delivery of instruction consistent with the student's IEP and the Mandated Tuition Contract to the most appropriate extent possible.

- **Meals to Students attending OODs and Nonpublic schools**

Students who attend such schools will similarly have access to meals at the school district level in accordance with the schedule outlined on the District's website and listed below at Section I.

## **E. HOMELESS SERVICES**

The McKinney-Vento program ensures homeless children and youth have equal access to a free, appropriate public education and are able to enroll in and attend school. The program funds supplemental academic support services for homeless children and youth to ensure their school success. Families that are identified as homeless will continue to receive assistance from the Homeless Liaison. The Homeless Liaison will provide phone and online referral services to appropriate community-based organizations.

### **Parent Liaison Expectations:**

Each Parent Liaison will be given a laptop in efforts to be virtually accessible to help parents with logging into google instruction, navigating community resources and identifying food access locations.

\*Office Hours" – Parent Liaisons will be available to parents in the form of:

- Checking email and office voicemail
- Responding to parents and providing feedback
- Assisting parent with parent portal access information
- Updating parent phone numbers and emails in PowerSchool
- Logging parental contact within PowerSchool
- Encouraging parents to complete the Parent View Survey

<https://www.menti.com/881auh7wws>

## TRENTON SCHOOL DISTRICT

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- Using the Parent Liaison Google Share File to upload monthly reports and community resources
  - Utilizing the \*NOWPOW referral program for families that are identified as needing additional help
    - Online refresher trainings will be available

***\*NOWPOW is an online community resource referral platform with over 350 community organizations linked to the system. This system allows direct text and email messaging to parents. Several organizations that participate in the program have the capacity to receive virtual referrals.***

### **Free Internet Services Available**

Comcast, is offering free internet services for customers who would normally qualify for the Internet Essentials Program.

1. Comcast will make it even easier for low-income families who live in a Comcast service area to sign up by offering new customers 60 days of complimentary Internet Essentials service, which is normally available to all qualified low-income households for \$9.95/month.
2. Also, Comcast is increasing Internet speeds for the Internet Essentials service from 15/2 Mbps to 25/3 Mbps for all new and existing customers, which will be the speed of the service going forward. In this way, Comcast will ensure that Internet Essentials customers will be able to use their Internet service for all their increased needs as a result of this health crisis.
  - To receive the increased Internet speeds, existing customers will not need to do anything. The new speeds will be rolled out nationally over the next few days.
  - Comcast will send all new customers a free self-install kit that includes a cable modem with a Wi-Fi router. There will be no term contract or credit check and no shipping fee.
  - To sign up, applicants can simply visit [www.internetessentials.com](http://www.internetessentials.com). The accessible website also includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers 1-855-846-8376 for English and 1-855-765-6995 for Spanish.

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## F. TECHNOLOGY

During a period of health-related school closure, access to technology is required to ensure the continuity of instruction. The district will use Google Drive, Google Classroom, Google Hangout, PowerSchool, School Messenger, and any additional platform available to ensure the delivery of instruction for students.

### Access to Technology

The District currently uses and communicates with members of the school community through various methods of technology, including PowerSchool and SchoolMessenger. Since these systems are utilized daily without the District's knowledge of inaccessibility, the District assumes nearly 100% of the school community can access the applicable resources. If there are any issues that indicate otherwise, please email Kelly Creque @ [kcreque@trenton.k12.nj.us](mailto:kcreque@trenton.k12.nj.us)

## G. POLICY/CONTRACTUAL

During a period of a public health-related school closure, any day on which all students impacted have access to home instruction services consistent with NJDOE guidance will count toward the 180-day requirement and is considered a contractual work day. Instructional responsibilities must be maintained in a virtual and/or telephonic environment. Should a teacher be unable to fulfill responsibilities due to an illness (self or other) you are asked to post an assignment (as you would for a substitute) in your Google classroom. A sick day should be utilized if unable to conduct instructional responsibilities.

Staff members are asked to consider the following:

- Staff members should bring home their district issued device, with charging cable, today and each day going forward in case the need for virtual learning days occurs.
- Ensure you have access to any passwords you may need to get on PowerSchool, EasyIEP, your email, the employee portal, workspace, google drive, etc.

## H. FACILITIES

The Building and Grounds Department will work to ensure that appropriate cleaning protocols are utilized at all times. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for the prevention of COVID-19 and other viral respiratory illnesses in community settings. Protocols are in alignment with the guidance provided by the CDC.

Available at  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.

# TRENTON SCHOOL DISTRICT

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## I. SCHOOL NUTRITION

To ensure the continuity of meal programs, TPS will work with Aramark to distribute food to students as noted here.

### **Trenton School District Meals School Nutrition Emergency Preparedness Plan**

Emergency School Nutrition Team W/ Aramark Services report to assigned locations

- Schedule Meal Service Times:
  - Lunch Time: 11:00 – 12:30 PM
- The following sites were selected as emergency closure locations based on location and storage capacity:
  - MLK (North)
  - Mott (South)
  - Kilmer (West)
  - H.S (East)
- The following resources will be needed to manage meal services at emergency closure locations including:
  - Cleaned and Cleared for use before and after meal services daily
  - Assigned Custodian and Security Teams- for cleanup and security
  - Roster/Tally Sheets
- Meals will be available per site:
  - MLK (in parking lot) serving the following schools
    - MLK
    - Columbus
    - Rivera
    - 9th Grade Academy
    - Monument
    - Daylight/Twilight
  - Kilmer (in parking lot) serving the following schools
    - Kilmer
    - Gregory
    - Trenton Restorative Academy
  - TCHS Main (in parking lot) serving the following schools
    - TCHS Main
    - Hedgepeth
    - Washington
    - PJ Hill
    - Wilson
    - Grant
    - Robbins

# TRENTON SCHOOL DISTRICT

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- Mott (in parking lot) serving the following schools
    - Mott
    - Franklin
    - Dunn
    - Parker
    - Harrison

## **J. ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Unless otherwise directed by the Department of Education/Department of Health, in the event of a health-related closure, all athletic events and extracurricular activities (including field trips) are canceled.

## **VIII. CONTINUITY OF COMMUNICATION**

During a period of a pandemic outbreak, the District will heed guidance from and be in constant communication with the World Health Organization, the Centers for Disease Control and Prevention, the Department of Health, the Department of Education, appropriate members from the State and Local Governments, Township Health Departments within Mercer County, and its respective Mayors. Information will be communicated to the school community directly from the District. Should the pandemic outbreak occur and schools remain open, school nurses will continue to reinforce proper hand hygiene. As always, any important information will be available on the district's website, <http://www.trenton.k12.org>.

## **IX. CONCLUSION**

Throughout a health-related closure, the safety and wellness of our staff, students, and families is our highest priority. Maintaining the ability to educate students in the event of an infectious disease outbreak requires additional considerations beyond traditional continuity planning. The plan we have developed will serve as a guide. The power of the guide is in the planning process. We will continue to reassess the plan as necessary.

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SIGNATURE OF SUPERINTENDENT RONALD LEE

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DATE SUBMITTED TO THE EXECUTIVE COUNTY SUPERINTENDENT

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## X. APPENDIX

- A.
- B. [Updates and Frequently Asked Questions Related to COVID-19 School Closures, March 17, 2020](#)
- C. [Supplemental Guidance Regarding Requirements for Public Health-Related School Closure \(March 13, 2020\)](#)
- D. [Office for Civil Rights Fact Sheet, March 16, 2020](#)
- E. [Office for Civil Rights Short Webinar on Online Education and Website Accessibility, March 17, 2020](#)
- F. [New Jersey Department of Health COVID-19 Guidance for Child Care and K-12 Schools \(March 13, 2020\)](#)
- G. [Impact of COVID-19 on Assessments and Accountability under the Elementary and Secondary Education Act, March 12, 2020](#)
- H. [Considerations for School Closure](#)
- I. [Protecting Student Privacy: FERPA and the Coronavirus](#)
- J. [Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak](#)
- K. [COVID-19 \("Coronavirus"\) Information and Resources for Schools and School Personnel](#)
- L. [Written Guidance from Department of Health or Local Health Agency Recommending School Closure](#)
- M. [CDC Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\) \(February 28, 2020\)](#)
- N. [Letter to Education Leaders on Preventing and Addressing potential discrimination associated with COVID-19.](#)
- O. [Environmental Cleaning and Disinfection Recommendations: Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease](#)
- P. [Addressing Biological Hazards that may Impact Students, Staff, and Visitors](#)
- Q. [Trenton Public Schools Website](#)