

**Upper Deerfield Township School District**  
**1385 State Highway 77**  
**Seabrook, NJ 08302**

**SCHOOL HEALTH RELATED CLOSURE  
ACADEMIC CONTINUITY PLAN**

**Updated and approved 10-26-2021**

## Upper Deerfield Township School District

The information below contains our plan of action for remote instruction and delivery of services during such period of time. There are 22 categories outlined that are included in this plan which has been prepared following the guidance and checklist provided by the New Jersey Department of Education.

### **1. Demographic Data Of Upper Deerfield Township Schools**

Total Population of Students	856
Economically Disadvantaged	59.2%
Students with Disabilities	23.9%
ELL Population	5.7%

Ethnicity	Percentage of Population
White	47.9%
Hispanic	24.3%
Black or African American	20.4%
Asian	2.4%
Native Hawaiian or Pacific Islander	0.0%
American Indian or Alaska Native	0.5%
Two or More Races	4.5%

Population Representation	Percentage
Female	49.6%
Male	50.4%
Economically Disadvantaged Students	59.2%
Students with Disabilities	23.9%
English Learners	5.4%
Homeless Students	1.5%
Students in Foster Care	0.6%
Military-Connected Students	0.0%
Migrant Students	0.0%

## **2. Communication**

The most important step is to ensure that we communicate with our parents, staff and students. All of our student information is up-to-date and electronically accessible. Our website, email updates, text messaging, school electronic message board and blackboard connect system will be the main sources of communication to disseminate information to our educational community. The communication will be channeled through the office of the superintendent to provide clear, concise updates for parents and staff.

## **3. Preparing Courses for Remote Instruction/Delivery at a Distance**

Instructional Plan Delivery of virtual and remote instruction:

- Differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual and remote learning plans to maximize student growth and learning to the greatest extent possible.
- A plan for course preparation will allow us to deliver the course in one or more of the delivery modes described above and below. Students will be able to remain engaged through learning objectives, content, learning activities, and assessment that is aligned with the New Jersey Standards.
- Digital Content Delivery- Students in all grades, pre K through 8 will have access to digital content and instructional material through Google Classroom, Canvas, Microsoft Teams, and other online learning materials/platforms that can be provided in a safe and secure manner.
- Any digital content provided will be aligned to the condensed curriculum material that has been provided and are available on the district and teacher website as well as the platforms.
- Assignments will be accessed via PDF, Microsoft Word, and Google Docs and links.
- Online Learning will be available for students as there are several programs in use and this will continue given the familiarity of students with the programs.
- Printed Content Delivery- Students in all grades pre K through 8 will have access to content through printed materials provided as learning packets that will be the same as any digital materials and modified for any students requiring modifications in their instructional programming if they so choose.
- All materials will be developed to meet the needs of all learners incorporating the Universal Design for Learning strategies already employed in our classrooms. This includes materials translated into the native language for parental understanding.
- The content of the material to provide equitable access for all students will be through content specific materials aligned to the standards for each appropriate grade level.
- Instructional support will be provided via phone conference, email, Google Classroom, and teacher video presentations of the material. Teachers will continue to work with students through class dojo, remind, email and phone conference to ensure that assignments are submitted in a timely manner.

## Preparing Courses for Remote Instruction/Delivery at a Distance Continued:

- The content of each class will include textbooks, written materials, lecture notes, multimedia materials that can be used for distance delivery as well. However, if an emergency requires students to leave campus suddenly, they may not be able to bring textbooks or other materials. Further, some web services may be unavailable. Students may also connect to the internet in various methods which will make some websites difficult to use. Specifically, they may utilize mobile devices or personal computers to access information. In these circumstances, we will have a time set up for parents to pick up work at school that will serve as their school day during a time of closing the material to provide equitable access for all students will be through content specific materials aligned to the standards for each appropriate grade level.
- Many of the learning objectives will best be achieved by having students work on problem sets, write papers, and/or develop a project through project-based learning. Various activities will be available for students to complete their work in the event of emergency closing schools.
- Alternative assignments will be provided to students who experience difficulty in this format to provide the opportunity for them to demonstrate understanding of the material and promote equity in the process. This would include but not be limited to service and project based learning.
- **Grade band breakdown:**
  1. **Differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual and remote learning plans to maximize student growth and learning to the greatest extent possible for pre-K to 2.**
  2. **Differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual and remote learning plans to maximize student growth and learning to the greatest extent possible for 3 to 5.**
  3. **Differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual and remote learning plans to maximize student growth and learning to the greatest extent possible for 6 to 8.**
  4. **Digital Content Delivery- Students in grades, pre K-2 will have access to digital content and instructional material through Google Classroom and other online learning materials/platforms that can be provided in a safe and secure manner.**
  5. **Digital Content Delivery- Students in grades, 3-5 will have access to digital content and instructional material through Google Classroom and other online learning materials/platforms that can be provided in a safe and secure manner.**
  6. **Digital Content Delivery- Students in grades, 6 -8 will have access to digital content and instructional material through Google Classroom and other online learning materials/platforms that can be provided in a safe and secure manner.**
  7. **Any digital content provided will be aligned to the condensed curriculum material that has been provided and are available on the district and teacher website as well as the platforms for grades pre K -2.**

## Grade Band Breakdown Continued:

8. Any digital content provided will be aligned to the condensed curriculum material that has been provided and are available on the district and teacher website as well as the platforms for grades 3-5.
  9. Any digital content provided will be aligned to the condensed curriculum material that has been provided and are available on the district and teacher website as well as the platforms for grades 6-8.
  10. Assignments will be accessed via PDF, Microsoft Word, and Google Docs for grades pre-K -2.
  11. Assignments will be accessed via PDF, Microsoft Word, and Google Docs for grades 3-5.
  12. Assignments will be accessed via PDF, Microsoft Word, and Google Docs for grade 6-8.
  13. Online Learning will be available for students as there are several programs in use and this will continue given the familiarity of students with the programs for grades pre K -2.
  14. Online Learning will be available for students as there are several programs in use and this will continue given the familiarity of students with the programs for grades 3-5.
  15. Online Learning will be available for students as there are several programs in use and this will continue given the familiarity of students with the programs for grades 6 -8.
  16. Printed Content Delivery- Students in grades pre K -2 will have access to content through printed materials provided as learning packets that will be the same as any digital materials and modified for any students requiring modifications in their instructional programming.
  17. Printed Content Delivery- Students in grades 3-5 will have access to content through printed materials provided as learning packets that will be the same as any digital materials and modified for any students requiring modifications in their instructional programming.
  18. Printed Content Delivery- Students in grades 6-8 will have access to content through printed materials provided as learning packets that will be the same as any digital materials and modified for any students requiring modifications in their instructional programming.
4. **Technology**
- All students will have their device to take home as all our students have a device for their use in the classroom and home. The students who need hotspots will be provided them and we also have set up hotspots for in the buildings. Students can also come on site if needed as provisions will be made to accommodate all needs to ensure technology is available and accessible. Our technology staff will be available to assist via phone as well to troubleshoot any issues that may arise with regard to accessibility and damaged devices. Back up devices will be available for students in the event that becomes necessary due to faulty equipment or other issues related to device malfunction.

## **5. Assessment and Grading**

Assessment is a process for identifying the extent to which the students are meeting the learning objectives. Grades are measures of individual students' progress. Grading will be approached as humanely as possible during an emergency with flexibility and a focus on achieving the learning outcomes. In addition, it is important to consider humanitarianism and an empathetic positive regard during these type of circumstances.

## **6. Consideration for Assigned Work**

- Each learning objective assessments will correspond directly to a measure of progress.
- Given the situation at hand, humanitarian decisions will be made with respect to grading.
- Each assessment method will be adapted to the distance delivery method of instruction.
- Exams will be planned as open book/open access according to the distance delivery practice employed.

## **7. Delivery Modes**

The delivery modes being made available to you include the following:

- Email
- Canvas
- Packets for delivery and pick-up (if that is a chosen option via request)
- Google Classroom
- Class DoJo
- Remind
- Web Based Resources in place
- District Website

It is necessary to meet the needs of all learners and provide all with equitable access which is the reason for a combination of two or more of these delivery modes. Some students some students may have adequate access to the internet, while others will not. We will do our best in preparing to reach all of our students.

### Websites and Online Resources with Free Instructional Materials

- PBS Learning Media
- National Geographic Education
- Smithsonian Education
- National Education Association Lesson Plans
- Khan Academy
- EdX
- Kahoot
- Canvas Network
- Our Foundations, Accelerated Reader, iReady, SumDog, IXL writing city, Seesaw and other supplemental programs in addition to the online materials of our curriculum will be available to our students through their school accounts.

## 8. Attendance

- Staff and student attendance will be monitored by the completion of assignments and login frequency.
- Staff will also email their activities for evidence of working at home.
- Students will get home visits, emails, and calls if they are found to be missing work and not checking in. This is not only for their attendance and work, but also for their safety and well-being.
- Principals, Superintendent, Counselors, and Social Worker are provided lists of students having difficulty completing work or not attempting work and/or failing to participate in class sessions so that they can reach out and determine any issues those families/students have regarding the submission of assignments and attending to a schedule.
- Depending on the issue causing student assignments not to be submitted, the district will provide resources to the family/student to assist in the delivery of instruction and assignments in order to promote the student academically and to the next grade level. We will work with each household to provide remediation and conduct home visits if transportation to pick up and drop off materials is an issue. In addition, teachers will be provided additional resources to assist these students as well.
- Teachers, Counselors, Nurses and CST are required to make weekly contact with families of students receiving packets in order to support instruction. When/if Teachers are unable to make direct contact with parents and students, they are to notify their school Principal and Superintendent of the situation.

## 9. Related Services

- Students requiring related services will be provided an opportunity to receive that service during the school closure time so as to not disrupt the continuity of service. Service providers will be available at a scheduled time listed under schedule. Should students not be able to come to the school to receive services this will be recorded so students can be provided make up services to meet their needs as documented.
- Counseling information will be provided via the website and if necessary, counselors will be made available for academic support and guidance to agency referrals in the event of an emergency.
- ESL will be provided to assist students and interpreters will be available to translate. **The ESL teacher will provide a schedule of times for parents to call in for sessions and materials will be provided to supplement the direct instruction and reviewed during the interactive meetings via phone/email. Instructional materials will include google docs, online programs and printed material for progress monitoring.**
- Services for counseling, ESL, and other related services will be conducted via conference calls, Google Classroom Sessions, or emails. **This will provide the continuity of service to provide opportunity for these student populations.**

## 10. Facilities

- All school offices will be open during a closure on a limited schedule. Each location will serve as the hub for registration, material pickup, information dissemination, lunch distribution, and other essential functions.
- The Business Office located in the Woodruff School will also be open during a closure as will our Facilities Building located behind Moore and Seabrook Schools.

## 11. Essential Personnel

- Superintendent, administration (Principals, Business Administrator, CST Supervisor), business office personnel and secretaries will be available daily whether on site or remotely depending on the circumstances of the day.
- Nurses will be available on a rotating schedule.
- Technology Coordinator will be available daily whether on site or remotely depending on the circumstances of the day
- Building and Grounds, Maintenance and Custodial Staff will be present during the closure to perform their daily duties.

## 12. Maintenance and Cleaning

- Building and Grounds Supervisor, Custodial Staff and HVAC will be present during the closure to perform their daily duties.
- **Regularly scheduled cleaning will take place and items that need addressed for repair will be identified and repaired or replaced. The regular cleaning protocols include:**
  - **Any classroom or office used, as well as hallways and restrooms will be sanitized daily with the Clorox 360 machine and the Brutab machines which are approved by the CDC for disinfecting and cleaning**
  - **All door handles and phones as well as other items that may have been contacted by human touch will be wiped down with the CDC approved Clorox wipes and sprayed with the monthly contact spray.**
  - **Room temperatures will be monitored to maintain a temperature that is recommended in accordance with CDC guidelines as a preventive measure.**
  - **All cleaning supplies will be provided and kept in stock to maintain proper cleaning protocols already in place and any updates from the CDC or health department.**

## 13. Information Distribution

- All information and updates will be provided by the Superintendent. In the event the superintendent is unavailable a designee will be appointed to provide updates at the direction of the superintendent.

## 14. Meals

- Breakfast and lunch will be available for students daily. This will be listed in the schedule section and provisions will be made for delivery if families are not able to pick up the meals.
- Meals will be provided by our food service vendor SODEXO and will be provided for the entire week, inclusive of weekends.
- Meals will also be distributed to students that are prepared by the Foodbank.
- All Students will be afforded the opportunity to receive daily meals.



## **15. Medication/Medical Equipment**

- Student medication will need to be signed out as you would do for the end of the year. Given the importance of this we will have a nurse available at the scheduled times below in order for you to get the medication. In addition, a form will be provided to you in the event you would have an ample supply or would be able to obtain the medicine without a need to disrupt the dosage schedule to indicate this. The form would ensure you as the parent have the appropriate prescribed medicine and would not need to use the medicine provided to the school for your child during the period of closure. In the event something changed, you would still be able to contact us and arrange for pick up of the medicine.
- Any necessary medical equipment that is used both at home and in school would be made available upon request.

## **16. Field Trips**

- No field trips will occur during a closure. Field trips that were previously scheduled whose dates fall under the time of closure would be rescheduled. If it is not possible to reschedule an alternative trip would be scheduled to provide students the opportunity to experience a field trip during their respective class year. In the event another trip could not be rescheduled, an alternative activity at the school would be provided for the students to include a virtual field trip.
- Parents who made payments in advance would be refunded if they were unable to attend a rescheduled trip or a trip was unable to be rescheduled.

## **17. IEP Meetings and Evaluations**

- All scheduled IEP meetings, as per the code, must be held within the established timelines. If a meeting can be rescheduled within the timeline parameters under NJAC 6A:14 efforts will be made to do so without any inconvenience and in consideration of the parent/guardian ability to reschedule.
- Meetings that must be conducted to remain in compliance will be held either at the Seabrook School on the scheduled date or via a conference call that will be coordinated for parents and staff members to participate. A staff member will arrange to obtain signatures to comply with the timelines if such meeting is held via conference call by visitation or scheduling a time for parents and staff to come and sign the documents.
- All evaluations will be conducted as scheduled in accordance with NJAC 6A:14 and the CDC Guidelines.
- The Child Study Teams sends written notices to parents to invite them to meetings as it typically does throughout the year. Phone calls are made and emails sent as well to provide notice.
- The Child Study Teams conducts Annual Reviews, Eligibility, Reevaluation Planning, and Reevaluation Eligibility meetings.
- Any newly registered special education students transferring into the district are placed in the program as would typically occur under the regular operational practices and the IEP is assessed by the team and case manager for appropriate program placement.

### **IEP Meetings and Evaluations Continued:**

- Under the current circumstances difficulties are in place with the restrictions from CDC, state orders, and the protocols of social distancing that complicates in person contact. In person evaluations, if unable to achieve data virtually, are being rescheduled until school reopens in the summer.
- Virtual forms of testing may not be feasible for many students as would be on-site observations and home visitations.
- The Special Education Department is still accepting new referrals and scheduling initial eligibility meetings while rescheduling the evaluations later if an evaluation is deemed to be warranted.
- Communications made to the parents are being documented by the CST Secretary, Coordinator, Case Managers, and Teachers in the contact log section of the student's IEP.
- Child Study Team members make weekly check-ins with the students and parents to ensure that all of the questions and concerns are addressed.
- Child Study Team members also provide progress monitoring and review the goals/objectives on a regular basis as they would under the regular conditions of program and service.
- The Child Study Teams and Related Services Providers remain in contact and conduct meetings via telephone conferences, emails, regular mail, and the IEP program software communication.
- In addition to any form of tele-therapy, students are also provided with packets and websites to reference in relation to the services available.

### **18. Schedules – The following schedule is available for the closing of schools:**

- 1. Meals can be picked up at the Seabrook School Gym entrance between 8:30am and 10:30am Monday through Thursday. Meals on Thursday will be for Thursday, Friday, Saturday, and Sunday.**
- 2. In the event of a lack of ability to pick up meals, other arrangements will be made to provide this service for students. Breakfast and lunch will be provided.**
- 3. Work can be picked up at the Seabrook School Main Entrance between 8:30am and 11:30am Monday through Thursday during specified dates.**
- 4. Registration will be available in each school office between 9am and 12pm daily.**
- 5. Medication and Medical equipment would be available during the hours of 9am and 12pm daily in each school.**

### **19. Daily School Schedule During Virtual:**

The daily school schedule will remain in effect during the period of virtual instruction to remain consistent with the curriculum and instructional practices. This will enable a seamless return to school without any disruption of services and provide educational continuity consistent with best practices to remain in the school day routine. In the event of half-days on the school calendar, that schedule will take effect as we will follow the school calendar for holidays, conferences, and in-service days during any virtual period.

## **20. Compensatory Services**

- Due to the disruption to the prescribed methods of service delivery, we have made plans to provide additional and missed services for students requiring services. This would include related services and academic programming.

## **21. Remediation**

- Through our Title I services, we will provide remedial instruction to close any gaps of students who have been identified to fall behind during this period of remote instruction. Teachers will provide instruction in person or remotely dependent upon the orders provided. In addition, programs will be in place for students to work through digital resources that are geared toward remedial services.

## **22. Re-Opening Plans**

- Our district has a plan in place to reopen and continue on-site instruction immediately after a closure given the continuity of instruction plan provides for remote schedules tied to the daily routine. In addition, the health and safety protocols remain in place during a closure for the benefit of our staff, students, and parents to the maximum extent possible to provide for a safe return.