



# Clark Public Schools

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## Coronavirus Plan

March 11, 2020

First Revision March 19, 2020

Second Revision May 22, 2020

- A. Demographics
  - i. Please go to [Clark Schools SY 18-19 Performance Report](#) and select the “Demographic” tab towards the top.
- B. Pandemic Committee in place to develop and update contingency plans
- C. Close collaboration with Township Health Department
  - i. Shared information with parents/guardians as per Township Health Department’s request
  - ii. Discontinuing use of water fountains for the time being (mouth pieces, not bottle fillers)
  - iii. Monitoring travel for our students and staff members from our attendance records as per NJ Department of Health and then seeking guidance from Township Health Department as needed
- D. Provided a reminder of good health practices to parents
- E. Close collaboration with Pritchard, our custodial services company, around ongoing, daily/nightly disinfecting
  - i. Custodians are cleaning and disinfecting classrooms and bathrooms with even extra diligence.
  - ii. Disinfectant dispensers are being filled.
  - iii. Telephones and door knobs are being disinfected.
- F. Cleaning of busses by Maintenance Department
- G. School nurses discussing good hygiene with students
- H. Whenever possible, teachers are separating desks into traditional rows so that students are given greater physical distance from each other.
- I. Township Health Department would require us to close school if a student, staff member, or someone in the household of a student or staff member tests positive for the virus.
  - i. The days would count towards the 180-day requirement provided that we deliver remote instruction.
  - ii. Each teacher has access to a Genesis class page that they can communicate with students and parents through. That page can be linked to Google Classroom or the Remind app. Directions to more traditional textbook work can also be posted on the page, and documents can be uploaded. Teachers are being encouraged to use whichever approach they would more typically use, e.g., family workbook pages for early childhood education. The Superintendent, in his communication with parents, will be directing them

to those Genesis class pages as the initial point of contact with all teachers for the sake of consistency across the district.

1. We should have knowledge of the closure prior to student dismissal on the day before the closure so that students can be told to take any needed materials home with them.
2. The amount of work assigned should allow a teacher to maintain his/her typical pacing and sequencing as closely **as possible**. Depending on the length of the closure, the teacher/teaching team may choose to post assignments daily or weekly. Teacher teams can also collaborate remotely during the closure.
  - a. At the elementary level where the students have one homeroom teacher, that teacher should assign at least two hours of work per day or ten hours of work per week as per State guidelines. Due to the interdisciplinary nature of our grades K-5 language arts and mathematics programs, those ten hours could be divided between those two content areas.
  - b. At the middle and high school levels, we should have no issue meeting that minimum time requirement due to the different courses that each student has if each teacher assigns at least 20 to 25 minutes of work each day.
3. Parents/students will be told that staff members will be checking their email accounts on a regular basis and that our typical response time will be adhered to. If more advanced modes of communication are already in place for a given teacher, they can still be used.
4. If a teacher typically assigns and grades work through, for example, Google Classroom, that same approach can be used during the closure. A teacher can also ask to have assignments submitted via email. Flexibility should be demonstrated for the early childhood level.

#### 5. Attendance

- a. Parents will be asked to email the teacher if a student is ill and unable to meet a deadline.
- b. If a student will be absent on a given school day, the parent is being asked to either make the entry into Genesis or email the school.
- c. Absences from remote sessions (please see section on face and/or voice time below) will not count against the more typical attendance policy. However, such attendance can count towards a class participation grade.
- d. If a student's remote participation and/or submission of assignments begins to become indicative of a possible issue, the teacher will make contact with the parents with the assistance of the administration, school counselor, and/or case manager.

6. If a teacher is sick him/herself and unable to engage virtually, he/she will need to notify his/her principal and post a corresponding message on the Genesis class page. In that case, (a) sick day(s) will be charged.
  7. Instruction
    - a. Via an interactive platform (for example, Genesis, Google Classroom, Remind, or ClassDojo)
    - b. Two hours each morning and two hours each afternoon at the elementary level
    - c. The middle and high schools will follow their more typical class meeting schedules.
  8. Face and/or voice time
    - a. Through, for example, Google Meet or Zoom
    - b. Elementary teachers having a weekly minimum of 2.5 hours spread across the various virtual meetings that they hold with their students
    - c. Middle and high school teachers having at least 25 minutes with each of their six classes per week for a minimum total of 150 minutes, i.e., 2.5 hours. This contact will follow the typical class meeting times in order to avoid conflicts between different classes and teachers.
- iii. A parent survey will be conducted so that, if households lack the needed technology, we can provide them with that equipment.
1. We are loaning Chromebooks to families on an as-needed basis.
  2. We are referring families who are in need of internet access to the program through Comcast.
- iv. Provision of School Nutrition Benefits or Services for Eligible Students
1. SFA Name: Clark Township Board of Education
  2. Agreement Number: 03900850
  3. Date Meal Distribution Will Begin: March 16, 2020
  4. Date Meal Distribution Will End: To be determined depending on direction received from local, county, and state officials or upon reopening of schools
  5. Schools/Site Where Distribution of Meals Will Take Place: Arthur L. Johnson High School, 365 Westfield Avenue, Clark, NJ 07066
  6. Meals to Be Claimed for Reimbursement Per Day: One meal (lunch) per child per day
  7. The district will utilize a grab-and-go method to provide lunch to students. The meals will be distributed outside of the main entrance of Arthur L. Johnson High School each school day from 10:30 a.m. to 12:30 p.m. All district students will be eligible for a grab-and-go lunch. Parent/guardians who, for any reason, cannot get to the grab-and-go site will be instructed to contact the District to make arrangements for a designated other to make the pickup on behalf of the family.
  8. The distribution site will utilize the student roster to verify eligibility and to keep track of meal counts. The meals will all include the

five components for lunch. All Hazard Analysis Critical Control Point (HACCP) standards will be followed in order to ensure food safety for our students. Currently, the district is not planning to provide meals for multiple days. We are expecting to provide meals daily.

9. The food service driver will have our local food service director's contact information to let her know when he/she will be arriving. This call will help ensure that the meals go directly from the refrigerated van to the refrigerator in the kitchen. Our local food service director will also be utilizing an insulated bag and ice sheets when distributing meals.

v. [Special Education COVID-19 Action Plan](#)

1. Any services that we are unable to deliver during the closure will be made up upon our reopening.

vi. [English Language Learners \(ELLs\)](#)

1. Prior to the district closure, the English as a Second Language (ESL) teacher surveyed all students to determine who required a laptop and online access. Students who did not have computers or online access at home were provided with the necessary equipment for distance learning. Students are working with the district ESL teacher via Google Classroom, an online text, and other technological programs complete with video and audio reinforcement. The ESL teacher provides weekly live instruction via Google Meet and Zoom. The teacher uses virtual platforms to check in with students, reinforce instruction, and formatively assess students. Students are organized in their classes by English language competency as per state assessment, screeners, and WIDA Can Do Descriptor results. Assignments are differentiated based on the level of English competency and grade.
2. The district offers a translation feature on the website for communication in a variety of world languages to ensure that ELL families maintain access to vital information. The district also works with an outsourced translation company for the transcription/translation of official documents. The same outsourced company provides interpreters for school meetings when needed. Parents/guardians have the option of requesting school communication at registration in their native language if there is no English fluency in the home. The ESL teacher and district ESL supervisor share important communication with parents in their native language via the use of online translation programs. Prior to the school closure, a notification letter was sent home electronically and in hardcopy form to parents in order to communicate which platforms would be used for virtual instruction as well as expectations.
3. Students without home access to a computer were loaned Chromebooks by the school district. Students were also allowed

to take home their word-to-word dictionaries and have access to an online text. The ESL teacher provides instruction via Google Classroom, Google Meet, and conducts weekly virtual check-ins with students. Student work submission timelines are adjusted as needed. The ESL teacher posts assignments and activities via Google Classroom and also uses the Remind App to communicate with students. Directions are translated into the students' native languages as needed. The ESL teacher also uses video and audio voiceover through Screencastify and Quicktime for additional support with assignments.

vii. Facilities

1. Pritchard, our outsourced custodial services company, is maintaining the cleaning and disinfecting of our buildings. They are using TruShot Disinfectant Cleaner Restroom Cleaner & Disinfectant that is on the Environmental Protection Agency (EPA) products list.
2. Our in-district maintenance staff are maintaining our exterior grounds.

viii. Summer Services

1. Extended School Year (ESY) for students with disabilities will be delivered remotely.
2. Camp Invention Connect will be offered remotely as a 21<sup>st</sup> Century/STEAM program.
3. Students, including seniors, who are in need of credit recovery will have the option of taking the needed course(s) through such an online provider as Educere. However, these students will be required to take any midterm and/or final examinations for the online course(s) in-person with us. In the case of a high school senior, the diploma will be issued upon the successful completion of the required course(s).
4. We are doing our best, under the circumstance, to maintain our more typical instructional scope and sequencing in addition to providing, for example, remote school counseling and special education services. With that being said, we will closely monitor and make the needed adjustments upon our reopening so that student success is optimized.
5. The preliminary plan for high school graduation at this time is to have a drive-thru parade on the morning of Monday, June 22 (rain date of Tuesday, June 23) during which time diplomas and "goodie bags" are picked up followed by a virtual ceremony that evening. We will look to have an in-person ceremony on the football field with our graduates if and when that restriction is lifted.

ix. This thinking and planning will obviously expand and perhaps even change as the situation develops and we learn more.

x. [Plan Addendum - Employees](#)

BOARD OF EDUCATION APPROVAL DATE: 06/09/20