



## **New Jersey Department of Education Checklist for School Health-Related Closure Plans (Updated 5.4.20)**

On March 16, 2020, Governor Phil Murphy signed Executive Order No. 104 (EO 104), implementing aggressive social distancing measures to mitigate further spread of COVID-19 in New Jersey. Among other directives, Governor Murphy's Executive Order indefinitely closed all public, private, and parochial preschools and elementary and secondary schools to students beginning on March 18, 2020. Executive Order No. 107, signed on March 21, 2020, superseded EO 104 and continued the necessary closure of all schools. As detailed in guidance issued by the New Jersey Department of Education (NJDOE) on March 5, 2020 and supplementary guidance issued on March 13, 2020, in order to count days during this closure period toward the statutory requirement to provide public school facilities for 180 days, school districts, charter schools, renaissance school projects and Approved Private Schools for Students with Disabilities (APSSD) were required to develop school health-related closure preparedness plans. These plans were designed to address continuity of critical school services such as remote instruction, special education and related services, and nutrition benefits. As a guidepost for districts in developing remote instruction plans, the NJDOE cited its regulations regarding home instruction due to a temporary or chronic health condition (N.J.A.C. 6A:16-10.1).

### **Requirement to Update the District, Charter, Renaissance and APSSD Public Health-Related School Closure Plan as of May 4, 2020**

On May 4, 2020, Governor Murphy announced that all New Jersey school buildings would remain closed for in-person instruction for the remainder of school year 2019-2020. Private schools with longer academic years will remain closed until at least June 30, 2020. To ensure that New Jersey students continue to receive high quality, standards-based instruction through the end of the school year, and to provide appropriate transparency, each school district, charter school, renaissance school project and APSSD **must update and post to its website its school health-related closure preparedness plan**. Pursuant to P.L. 2020, c.27, the revised plans must be approved by the district board of education or board of trustees.



## Checklist for School Health-Related Closure Plans (Updated May 4, 2020)

**\*Denotes the required updates/revision/additions to existing plans. Any other component of the existing plan can be updated as appropriate.**

### Contact Information

County:

Name of District, Charter School, APSSD or Renaissance School Project:

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Lead:

Phone Number of Contact:

### Equitable Access to Instruction Plan Component 1

Question	District Yes or No	County Yes or No
Does the plan include equitable access to instruction for all students?		
Does the plan include an overall demographic profile for your district, including student counts for state funded preschool, homeless, migrant LSE, Students with Disabilities, and English Language Learners (ELLs)?		
Does the plan ensure that all students, with their varied and age appropriate needs, are addressed through the plan?		
Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms?		
*Does the district's plan account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices?		

### Notes on Component 1



**Addressing Special Education Needs Plan Component 2**

Question	District Yes or No	County Yes or No
Does the plan address the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?		
*Does the plan address methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications?		
*Does the plan describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?		
*Does the plan address procedures for virtual IEP meetings, evaluation and other meetings to identify, evaluate and/or reevaluate students with disabilities?		

**Notes on Component 2**

**Addressing ELL and Bilingual Needs Plan Component 3**

Question	District Yes or No	County Yes or No
*Does the plan include ESL and bilingual education to meet the needs of English Language Learners (ELLs)?		
*Does the plan contain how the district communicates with ELL families, including translated materials and directions?		
*Does the district’s plan address alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges?		

**Notes on Component 3**



### Safe Delivery of Meals Plan Component 4

Question	District Yes or No	County Yes or No
*Does the plan contain how the district will provide continued safe delivery of meals to students?		

### Notes on Component 4

### Length of Virtual or Remote Instructions Day Plan Component 5

Question	District Yes or No	County Yes or No
*Is the virtual or remote learning plan designed to maximize student growth and learning to the greatest extent possible? <ul style="list-style-type: none"><li>• 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.</li></ul>		

### Notes on Component 5



**Attendance Plan Component 6**

Question	District Yes or No	County Yes or No
*Does the plan address attendance aligned to the district policy on including how the district determines whether a student is present or absent, and how a student’s attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student?		
*Does the plan describe how the district is following up with the family when a student is not participating in online instruction and/or submitting assignments?		

**Notes on Component 6**

**Facilities Plan Component 7**

Question	District Yes or No	County Yes or No
*Does the plan contain an outline of how the building will be maintained throughout this extended period of closure?		

**Notes on Component 7**





**Posted on Website Component 10**

\*Is the plan posted on the district/APSSD/Charter/Renaissance School Project Website?    Yes    No

Enter Date (mm/dd/yyyy):

**Notes on Component 10**

**Posted on Website Component 11**

Question	District Yes or No	County Yes or No
*Does the plan contain a list of essential employees by job title? (can be an addendum)		

**Notes on Component 11**

**APSSD Applicable Only: Sharing Plans Component 12**

\*Was the plan shared with all sending districts?    Yes    No

**Notes on Component 12**



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## Emergency Preparedness Plan

The Carlstadt Public School has developed an at-home learning plan in the event we must close due to a public health-related matter. Our goal is to continue teaching and learning during an extended school closure without having significant breaks in instruction. Carlstadt Public School is equipped to provide a valuable learning experience for students through a virtual environment. In addition, the Carlstadt Public School is following home or out-of-school guidelines provided in 6A:16-10.1. The written plan required through 6A:16-10.1 is detailed in this packet. The plan will continue the student's academic progress and maintain a record of delivery of instructional services and student progress.

### *Equitable Access to Instruction*

DEMOGRAPHIC PROFILE						
State-Funded Pre-K	Homeless	Migrant LSE	Students with Disabilities	ELL's	Free Lunch	Reduced Lunch
N/A	0	0	107	50	120	38

- All assignments provided will align with our curriculum and units of study and shall meet the New Jersey Student Learning Standards.
- The students are expected and prepared to complete the work provided for each subject area.
- Daily instruction and work will be a total of four hours.
- Daily instruction is inclusive of equitable access to all students in the Carlstadt Public School District.
- Teachers and support staff will be available during at-home learning hours to assist students with the completion of work.
- Student attendance will be tracked electronically (timestamped).
- Families were surveyed to assess access to technology at home. Individualized plans were put in place for students in need of technology resources while home.
- Online and print assignments will be assessed.
- Students will have a combination of print and digital work.
- We have provided technology for students in need of a device.
- Multiple online platforms will be used to deliver instruction and materials. Weekly team meetings identify platforms being used and access by students.
  - Scholastic News
  - Moby Max
  - Raz Kids
  - Go Noodle for brain breaks
  - Brain Pop Videos
  - Guided Notes
  - Squiggle Park
  - ABC ya
  - Teacher created Youtube video
  - Khan Academy
  - Brain Pop Videos





# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

- Guided Notes
- Nitro Type
- Edulastic
- Readworks
- Group Me
- Para's work with small groups of students to reinforce instruction and clarify misunderstandings
- Surveys measure and identify any potential digital divide. For students who do not have access to the internet, an alternate plan has been put in place.
- For a student without a disability, the home instruction shall meet the New Jersey Student Learning Standards and the requirements of the district board of education for promotion to the next grade level.



## *Addressing Special Education Needs*

### Special Education, Child Study Team and Related Services

#### Special Education

The goal is to deliver customized virtual instruction to continue our student's academic progress to implement Individualized Education Plans(I.E.P). Instruction is consistent with the students Individualized Education Plan (I.E.P.) to the extent appropriate and shall meet the New Jersey Student Learning Standards (N.J.S.L.S.)

- Assignments will be individualized and consistent with students IEP
- To the extent appropriate assignments shall meet the New Jersey Student Learning Standards.
- Students will receive weekly individualized lessons via Google Classroom and/or Zoom based upon IEP goals and objectives and N.J.S.L.S. A combination of digital and paper based materials, organizational tools and samples/ examples will be provided.
- District behaviorist will be available for teacher consultation to address virtual behavioral concerns and work completion.
- Supplemental and Differentiation of instruction tools include:
  - Scholastic News
  - Moby Max
  - Raz Kids
  - Go Noodle for brain breaks
  - Brain Pop Videos
  - Guided Notes
  - Squiggle Park
  - ABC ya
  - Teacher created Youtube video
  - Khan Academy
  - Brain Pop Videos
  - Guided Notes
  - Nitro Type
  - Edulastic
  - Readworks
  - Group Me
  - Para's work with small groups of students to reinforce instruction and clarify misunderstandings
- The special education and pre-school Professional Learning Communities (P.L.C's)will meet weekly to ensure the provision of virtual instruction is being implemented and discuss any new initiative's or roadblocks a teacher may be experiencing



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

- Ongoing assessment and progress monitoring data (Zoom/Hangout observations, Hangout commenting/ feedback, progress reports, and informal measures) is used to plan instruction and assess student outcomes.
- Task cards and specific prompts (visual and written) will be provided. Students will be provided broken down step by step instructions.
- Teachers will be available by phone, email, Google Hangouts to answer questions and/or concerns or to assist parents who may benefit from a visual prompt.
- Teachers will keep a log of assessment data, documentation of accommodations/ modifications, work completion and attendance.
- Progress reports will be submitted according to IEP timelines
- Teachers have access to I.E.P. Direct to ensure implementation of IEP goals and objectives, accommodations and modifications.
- Teachers are required to participate in IEP meetings.

### Related Services

Related services will be provided in accordance with student's I.E.P. (G/Obs. and frequency and duration of services). Each therapist will maintain a Related Service Log to document services, attendance, skills reinforced and student progress towards goals. Upon return from the extended school closure, therapists will assess students for regression, and consult with the full child study team to determine the need for compensatory services.

### **Speech Therapy**

- Initially, students will receive individualized packets based upon IEP goals and objectives. Students will then receive weekly individualized therapy lessons via Google Classroom and/or Zoom based upon IEP goals and objectives
- Task cards and specific prompts (visual and written) will be provided
- Therapist will be available to Zoom/ Google Hangout with parents who require a visual prompt to make their home session more successful
- Therapist will be available by phone, email, Google Hangouts/ Zoom to answer questions and/or concerns from parents and/ or staff.
- Ongoing assessment and progress monitoring data (Zoom/Hangout observations, Hangout commenting/ feedback, progress reports, and informal measures) was used to plan instruction and assess student outcomes.
- Therapist has access to IEP Direct to ensure implementation of IEP G/Obs.
- Use of Flip Grip and Youtube

### **Occupational Therapy**



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

- Initially, students will receive individualized packets based upon IEP goals and objectives. Students will then receive weekly individualized therapy lessons via Google Classroom and/or Zoom based upon IEP goals and objectives
- Task cards and specific prompts (visual and written) will be provided
- Therapist will be available to Zoom/ Google Hangout with parents who require a visual prompt to make their home session more successful
- Therapist will be available by phone, email, Google Hangouts/ Zoom to answer questions and/or concerns from parents and/ or staff.
- Ongoing assessment and progress monitoring data (Zoom/Hangout observations, Hangout commenting/ feedback, progress reports, and informal measures) was used to plan instruction and assess student outcomes.
- Therapist has access to IEP Direct to ensure implementation of IEP G/Obs.
- Supplemental Youtube videos will be shared and differentiated based upon the student's individualized IEP goals and objectives.

### **Physical Therapy**

- Students will receive individualized packets based upon IEP goals and objectives.
- Supplemental Youtube videos will be shared and differentiated based upon student age and need
- Task cards and specific prompts (visual and written) will be provided
- Therapist will be available to Facetime/ Google Hangout with parents who require a visual prompt to make their home session more successful
- Therapist will be available by phone, email, Google Hangouts to answer questions and/or concerns.
- Therapist has access to IEP Direct to ensure implementation of IEP G/Obs.

### **Counselors and Behaviorist**

- Students will then receive weekly individualized therapy via Google Classroom and/or Zoom or email based upon IEP goals and objectives
- Monitor high risk students mental health needs. A log will be retained.
- Complete Risk Assessments, when needed
- Ongoing consultation via email, Zoom and Google Hangouts with parents and staff to address behavioral and social/ emotional concerns that may arise.
- Create current and future social skill lessons
- Assist teachers with developing virtual behavior management strategies
- Continue work on BIP's and FBA's



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

### Child Study Team

- The goal of the CST is to maintain IEP compliance. Through the use of Google Hangouts the CST will hold Annual Reviews, Triannual Reviews, Eligibility Meetings and Planning Meetings. Special education teachers, general education teachers, related service providers will be required to participate in all meetings. Parents will be given the option to reschedule meetings when school reopens.
- Email consent will be accepted.
- CST and related service providers will meet weekly to discuss case's
- CST members will monitor IEP's, attendance, grades and emails
- CST member will work on reports, scheduling & rescheduling of meetings
- CST will be available for consultation with parents and staff shall questions arise
- The CST will continue to implement their weekly case conference
- Translator's / IEP's will be translated upon parent request.

### Plan for Evaluations

Child Study Team assessments are unable to be conducted at this time due to the mandated social distancing.

- Conduct planning meetings to discuss functional data, work samples, current feedback, progress monitoring data etc.
  - The evaluation plan should include all proposed assessments (ED, Cog, Social, Speech etc.)
  - If no additional data is needed for eligibility, option to waive testing and continue eligibility
- Begin collecting any data that you can virtually (ex: social assessment). Meet within the 60/ 90 day timeline to discuss the eligibility findings. In most cases will determine that more data is needed to determine eligibility.
- Students will remain eligible under current classification until the assessment process is finalized. For initial referrals, students will be classified upon completion of the assessment.
- Case manager will document the reasons the evaluation could not be completed within the timeline
  - Write clause on eligibility paperwork. Ex:



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

“Evaluations could not be completed within the procedural timeline. Schools have been closed indefinitely, beginning 3/16/2020, due to the COVID 19 outbreak. More information is needed to determine eligibility at this time. Students will remain eligible under the eligibility category (XXX). Evaluations will be completed and evaluation timeline will resume when school is back in session. The CST will reconvene once all evaluations have been completed and students eligibility category will change or student will be declassified.”

### **When school reopens**

- Hold Planning Meeting, if needed
- Complete assessments as quickly as possible
- Eligibility Meeting
- Classification update/change or declassification

### **Pre-School**

For classified preschool students, some may have data to establish a school-aged classification (i.e., Autistic or Other Health Impaired) and need for special education. Those eligibility determinations that can be made should be completed and documented. Where an evaluation is necessary to determine whether the student will meet classification criteria for kindergarten, the student will continue under the PSD classification, despite having technically aged out, until the reevaluation can be completed.

The nurse, guidance counselor, CST members, and RTI teachers will be available via email for consultation during At-Home learning hours.

Nurse	Ruth Polofronio	rpolofronio@carlstadtps.org
Guidance Counselor	Kelly Schrobach	kschrobach@carlstadtps.org
Director of Special Services	Diana Silva	dsilva@carlstadtps.org
School Psychologist	Melissa Simon	msimon@carlstadtps.org
Social Worker	Susan Kiely	skiely@carlstadtps.org
Learning Consultant	Therese Kearns	tkearns@carlstadtps.org
Reading Specialist	Lois Teller	lteller@carlstadtps.org
Math Interventionist	Jennifer Milligan	jmilligan@carlstadtps.org



### *Addressing ELL and Bilingual Needs*

The goal is to deliver customized virtual instruction to continue our student's academic progress to the extent appropriate and shall meet the WIDA Standards Framework and New Jersey Student Learning Standards (N.J.S.L.S.). Lessons will focus content area knowledge and skills as a context for language development.

- Assignments will be individualized and consistent with students English Language proficiency
- To the extent appropriate assignments shall meet the New Jersey Student Learning Standards and guided by the WIDA Standards Framework .
- Students will receive daily differentiated lessons via Google Classroom and/or Zoom based upon individual needs and English Language proficiency levels. A combination of digital and paper based materials, organizational tools and samples/ examples will be provided. Chromebooks will be available for students who do not have a device. For students without internet access, paper based materials will be provided.
- Supplemental and differentiation of instruction tools include:
  - Google Classroom
  - Raz Kids (texts available in alternative languages)
  - Reading Eggs
  - Newsela (texts available in alternative languages)
  - Voces
  - Flip Grid
  - Rewordify
  - Word Sift
- Edmentum: ESL Reading Smart/ Reading Mate and Reading Eggs
  - ESL Reading Smart-Program to support our newcomer students.
- Translated materials:
  - Staff will be available to assist with parent contact and translation of materials
  - Google translate
  - Interpreters for IEP translation
  - <http://itools.com/tool/google-translate-web-page-translator>
- Ongoing assessment and progress monitoring data (Zoom/Hangout observations, Hangout commenting/ feedback, progress reports, and informal measures) was used to plan instruction and assess student outcomes.
- Task cards and specific prompts (visual and written) will be provided. Students will be provided broken down step by step instructions.
- Teachers will be available by phone, email, Google Hangouts to answer parent/ staff questions and/or concerns
- Teachers will keep a log of assessment data, documentation of accommodations/ modifications, work completion and attendance.



### **Identification of Newly Enrolled ELLs**

- All newly enrolled students will be:
  - 1. Given a Home Language Survey;
  - 2. Evaluated for language services if the Home Language Survey indicates the need for testing; and
  - 3. Provided with a language instructional educational program (LIEP), if identified.
  - During remote instruction, and in the absence of the ability to administer the WIDA screener, the district's ESL teacher will take the following steps to identify a student who may need an LIEP:
    - 1. Interview parent(s)/guardian(s) and student(s) by telephone or virtually, consistent with the district's remote enrollment process, if feasible, when a language other than English is indicated;
    - 2. Review past school records, if available, including past state test scores or district-administered assessments;
    - 3. Assign an "informal" designation of ELL, if applicable. Do not enter data into NJSMART in the ELLIdentificationDate field; and 4. Provide a LIEP consistent with a district's remote plan.
    - Upon return to school for in-person instruction, these students will be formally screened.
      - Parent(s)/guardian(s) of an ELL student will be informed in writing, no later than 30 days of the child's identification, that their child has been identified for participation in a language instructional educational program.





# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

### *Safe Delivery of Meals*

- During the school closure, meals have been prepared in our kitchen and placed in individual brown paper bags.
- There are 2 bags made per student, one contains a daily breakfast and the other the daily lunch. The bags are then placed in milk crates on a sanitized table, which is located outside the main cafeteria doors.
- Parents and guardians collect the meals during a time frame between 9:30-10:30am on both Mondays and Wednesdays.
- Meals are delivered in a timely manner to ensure there is no close person to person contact and are following the 6 foot rule as recommended by the CDC.
- Starting Monday, May 11<sup>th</sup>, meals will be picked up weekly. All meals in bags on tables inside the school cafeteria.
- When a family arrives, the bags will then be set outside. This will help minimize the amount of contact. This will be the standard practice moving forward and until we can resume normal activities.



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

### *Length of Virtual or Remote Instructions Day*

#### At-Home Learning Hours

At-Home learning hours are as follows:

Pre-Kindergarten AM	8:35-10:35
Pre-Kindergarten PM	10:45-12:45
Kindergarten-8th Grade	8:45-12:45

- On or before the At-Home learning start time, parents must complete the attendance form that will be sent out each morning through Genesis email.
- This will serve as attendance for the day.
- **Failure to check-in will result in your child's absence for the day.**
- If your child will not be attending the at-home learning school day due to illness, please indicate that on the attendance form.

#### Teacher Availability

- Teachers will provide virtual instruction via Zoom, Google Meets, YouTube Live, or pre-recorded videos.
- Teachers will be available for consultation, communication, and support during E-learning hours.
- Teachers are always available through email communications.
- Each teacher has additional means of communication that will be communicated with you in the at-home learning packet that will be sent home.
- Teachers will provide feedback for students through email, Google Classroom, or the G-Suite Apps (docs, slides, sheets, etc...).



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

### *At-Home Learning Procedures and Guidelines*

Students will receive individualized instruction and materials for 4-hours, daily.

Instruction and materials will be delivered through a daily informational packet, digital or print.

Content area teachers will implement strategies consistent with Sheltered Instruction to address the needs of ELL's.

Each packet will include all subject areas: Language Arts, Math, Social Studies, Science, Health, ESL and all special areas.

Work will be completed on paper and some may be completed using a digital tool.

All work must be returned once the school reopens. Student work will be assessed.

**Each day, you must complete and sign the coversheet to indicate your child attended to the learning that day and completed the tasks assigned.**

If your child's work is lost, please contact their teacher for a digital copy.



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

### *Attendance Plan*

- Teachers are expected to make contact with students and families as the first line of action. The teachers use email as their method of communication.
- If there is no response, the teacher places the student's name on a list in a Google document called "Parent Contact Response". Also added are details about the specific nature of the issue, ie: missing work, missing from online instruction, contact dates and methods, etc.
- Parents/Guardians of the listed students are contacted by either the Principal, Director of Special Services or Guidance Counselor. Phone calls and text messages have been found to successfully connect with parents in most cases.
- If still no response, and the student has not made contact with anyone, the Principal contacts the school Juvenile Officer and arranges for a wellness visit. Current police guidelines call for the Juvenile Officer to place a wellness phone call. The principal joins the Juvenile Officer on the calls.
- If further action is required, the principal contacts the parent/guardian and warns them that they may face truancy charges unless their child signs into the attendance log each morning and attends classes regularly . One student fit this category thus far.

The above process has been repeated for some students.

It should be noted that the key is to make contact with the parent/guardian and ascertain the reason(s) why the student has not signed in for attendance and/or is not completing lessons or attending online instruction. Reasons have included technical problems with internet connection, missing or broken computers, forgotten login passwords, failure of parents to provide contact information for new quarantine location.

- Plan is aligned with the district attendance policy.
- Attendance is taken each day school is in session.
- Parents/Guardians receive an email each morning containing a Google document called "Virtual Attendance" and are required to report their child as either present and ready for instruction or ill and not participating in instruction.
- The "Virtual Attendance" log is monitored by the front office secretary. The parent/guardian of each uncounted student is contacted daily to confirm the absence and obtain a reason for the absence. In most cases the parent simply forgot to log in and completes the attendance log promptly. The district has achieved 100% daily attendance compliance since day 7 of home based / online instruction.



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

- Full parental/guardian compliance with the BOE Attendance policy is expected and has been achieved during the current home based, online instruction period. District personnel worked to establish the new attendance routine with parents.
- Phone calls, emails, and text messages were sent to parents/guardians to inform them of the new online attendance procedure.
- Secretaries, guidance counselor and the building principal worked the phones to reach out to unaccounted for students during the beginning phase of home based sequestration.
- The school Juvenile officer was utilized to make wellness checks on several students.
- Truancy reminder/warning phone call were made by the principal to several parents.
- Attendance data is entered daily into Genesis, the district student information system, for each student. Staff members can view each student's attendance complete with the appropriate coding for the absence if applicable.
- The BOE truancy policy was followed. And in several cases, the juvenile officer was asked to make wellness checks and the building principal had to make truancy warning calls to parents.
- Thus far, all students are meeting BOE attendance expectations with respect to promotion, retention, graduation, discipline.



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

### *Facilities Plan*

- I. Current Licenses And Certificates
  - a. All current licenses and certificates have been maintained throughout the closure.
  
- II. Exits/Exterior
  - a. All exterior exits have been maintained during the closure and readily accessible and free of obstructions, should an emergency occur.
  - b. All outside door handles have been sanitized on a daily basis by custodial staff throughout the closure utilizing appropriate sanitizing materials.
  - c. The Carlstadt Public School's exterior grounds have been maintained by the custodial staff.
  - d. Trash and recycling have continued to be picked up outside the building by the town's DPW workers.
  
- III. Interior
  - a. All interior door handles, counter tops and bathrooms have been sanitized on a daily basis by the custodial staff throughout the closure utilizing appropriate sanitizing materials.
  - b. A Curis fogger is utilized nightly throughout the building on a rotating basis in the classrooms and larger instructional areas. A Curis fogger utilizes a sporicidal disinfectant called curoxide. It is a fogging solution that requires no wiping, and no rinsing with no toxic residues left behind.
  - c. All incoming orders and supplies are placed in secure areas for several days prior to being opened. Materials inside boxes are then wiped down utilizing disinfectant materials.
  - d. Essential staff working in the building are taking all precautions, including but not limited to social distancing, wearing face masks and gloves when in the vicinity of other employees.

### *Summer Program*

We are planning for both virtual and in school (ESY).



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Emergency Preparedness Plan*

This plan was developed by the Carlstadt Public School Administration Team.

Administration		
Stephen Kollinok	Superintendent	
Allison Evans	Assistant Superintendent	
Steven DiGeronimo	Interim Business Administrator	
Kenneth Foy	Principal	
Diana Silva	Director of Special Services	
Janet Olsson	Technology Coordinator	

This plan was approved by the Carlstadt Board of Education on May 19, 2020.