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## **Passaic Public Schools**

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

Updated on May 21, 2020

On May 4, 2020, Governor Murphy announced that New Jersey schools would remain closed for in-person instruction and that districts will continue to institute remote learning for students for the remainder of the 2019-2020 school year.

This School Health-Related Closure Plan has been developed in order to provide equitable access to instruction, the safe delivery of meals, and other requirements as per the New Jersey Department of Education Checklist for School Health-Related Closure Plans (Updated 5/4/20) for all Passaic Public Schools students. The plan will follow the format of the district's Pandemic Crisis Plan, and provides information related to the four phases of emergency planning guiding this process. These include: 1) Plan 2) Prepare 3) Respond 4) Recover.

#### **I. Plan**

- A. The Assistant Superintendent of Schools will be responsible for ensuring that the district School Health-Related Closure Plan is amended to the particular circumstances of any extended school closure.
- B. By September 30 of each school year, the district will review and update the processes and protocols contained in the School Health-Related Closure Plan.
- C. The Assistant Superintendent of Schools will convene the appropriate instructional and operational staff to update and execute the plan.
- D. The Passaic Public Schools School Health-Related Closure Plan will be shared with the Passaic Police Department, Passaic Fire Department, and Passaic Board of Health.
- E. The Passaic Public Schools School Health-Related Closure Plan will be posted at [www.passaicschools.org](http://www.passaicschools.org)
- F. This plan is predicated on the following demographic information, updated on May 13, 2020.
  - a. Total student enrollment – 15,108
  - b. State funded preschool enrollment – 1,893

- c. Homeless student enrollment – 119
  - d. Migrant student enrollment – 0
  - e. Students with Disabilities enrollment – 2,170
  - f. English Language Learners (ELLs) enrollment – 3,432
- G. The Addendum titled Teacher Technology Survey provided direction on how to improve student access to technology. A family technology survey has been developed and will be sent to gather additional information regarding student access to technology.

## **II. Prepare**

- A. The Director of Human Resources will identify the essential personnel necessary to respond in the event a closure of schools is mandated (See attached).
- B. In anticipation of an extended school closure, instructional staff will meet to prepare lessons and provide materials in accordance with New Jersey Student Learning Standards (NJSLS).
  - a. Review of available technology resources
  - b. Review of current curriculum needs
  - c. Gather the required curriculum materials
    - 1. Request Printing Materials
    - 2. Order Support Materials (i.e. bags, supplies)
- C. A professional development event will be provided for all teachers to assist with meeting the requirements of the curriculum as developed.
- D. A proposed schedule of instruction will be created for use in setting communication goals and student progress monitoring.
- E. A schedule for teacher communication with classes will be created at the school level. Google Classroom and associated applications will be turned on for all pre-K-12 teachers.
- F. Student technology needs will be assessed. The Chief of Operations and the technology staff will identify a process to distribute the appropriate technology based on family need and district inventory. Families will be responsible for completing and returning all documents related to technology per Policy 6142.10.
- G. The Chief of Operations and food services staff will establish food distribution sites at schools that cover all geographic regions of Passaic City (See Addendum titled Food Service letters and flyers).
  - a. The Coordinator of Security will staff food distribution centers with security aides and Passaic Police School Resource Officers.

## **III. Response (Following announcement of Closure)**

- A. Timeline:
  - a. Day 1: As identified in the district's Pandemic Crisis Plan, the district and schools will be closed for all employees except those identified as essential personnel.

- b. Day 2: Unless otherwise advised: Schools will be closed to students, but teachers and other staff will be expected to provide instructional support and establish preliminary contact with students as identified below.
- B. Information regarding student assignments will be available via the district website, [www.passaicsschools.org](http://www.passaicsschools.org). Assignments will be posted within 48 hours of the announcement of an extended school closure.
- C. Where applicable, students in all grade levels will be prepared to leave school with a list of online instructional resources to support learning, along with their usernames and passwords.
- D. The District Support Team (Social Workers, Guidance Counselors, and Nurses) will be following up with families identified as at risk in coordination with the school leaders.
- E. The Special Education Team (inclusive of CST members) will be following up with families identified with IEPs.
- F. Paraprofessionals will be paired with teachers to provide communication assistance, especially for translation support.
- G. The technology department staff will serve to answer questions related to Google account usernames/passwords and technical issues related to Chromebooks. The technology team plan will include specific support information, including points of contact.
- H. School nurses may be identified as essential personnel, and if permitted by the New Jersey Department of Health, may be asked to serve as community health liaisons.
- I. The schedule of instruction as developed by the school principals will be communicated to staff and students.
- J. Accounting for Staff and Student Attendance
  - a. Student attendance will be tracked electronically through Powerschool and on-line assignment completion.
  - b. The Human Resources Plan and the School Level Plans will include specific directions for developing attendance procedures specific to this type of crisis, and the directions provided by local and state officials.
- K. Preschool Students
  - a. Instructional materials will be made available online and in hardcopy for families.
  - b. Digital platforms with grade level appropriate books will be available to students.
- L. Grades K-5
  - a. ELA
    - i. For grades K-3, digital platforms with grade level appropriate reading materials will be available to students. Accompanying instructional materials will also be provided.
    - ii. For grades 4-5 a core novel with accompanying curricular materials will be provided.
  - b. Math
    - i. In grades K-3, students will be provided with an appropriate packet related to math instruction.

- ii. Students in grades 4-5 will be provided with a weekly choice board in which they will complete 5 activities per week.
    - iii. Students in grades K-5 may continue DreamBox online learning.
  - c. Social Studies and Science:
    - i. Students will receive a grade level packet of activities.
  - d. Physical Education, Health, and the Arts
    - i. Activities will be available through the physical education links provided by the website.
- M. Grades 6-8
  - a. Students in grade 6-8 will be sent home with the following supplies, with a plan to collect and disseminate additional materials.
  - b. ELA
    - i. An approved core novel will be sent home
    - ii. ELA reading and writing assignments that are aligned to the NJSLS will be assigned.
  - c. Math
    - i. Math assignments that are aligned to the NJSLS will be assigned.
    - ii. Students will have access to assigned online digital platforms.
  - d. Social Studies and Science
    - i. Students will receive a grade level packet of activities and/or online resources and assignments.
  - e. Physical Education, Health, and the Arts
    - i. Students will receive a grade level packet of activities and/or online resources and assignments.
- N. Grades 9-12
  - a. Students in Grades 9-12 will be assigned a Chromebook to take home. They will engage in lessons shared via the APEX online instruction program. For all high school courses not aligned with an APEX course, additional online resources will be provided by the district.
  - b. Students in grades 9-12 who elect not to sign out a Chromebook, and do not have internet access at home, will be assigned a paper equivalent.
  - c. Students in Advanced Placement courses will be provided with a variety of resources to support instruction.
  - d. Use of APEX learning will monitor the time students spend on the tool, and teachers will be responsible for mapping student progress, and reaching out to students who are demonstrating challenges.
- O. Additional Technology Resources & Support
  - a. Across grade levels, schools will be required to make sure that a minimum of one teacher per grade level has a Google Classroom that can be used for communication with students and families.

- b. Teachers will include contact information for a Google Hangout, including times available and times that classes will meet using the hangout or other program (i.e. Canvas).

P. Special Education

- a. The district will work to meet the requirements for students with Individualized Education Programs (IEP). Special Education teachers will be responsible for ongoing contact with the students and/or parents to monitor student progress and advise as to modifications/accommodations to the schoolwork provided.
- b. Related services such as Occupational Therapy, Physical Therapy, Behavioral Support Intervention Services, and Speech Therapy will be based on therapist and family availability and the advice of the health officials. Students will be monitored, and compensatory therapies offered based on student need and guidance from the New Jersey Department of Education and U.S. Department of Education.
- c. A log of all services and contacts consistent with the IEP will be kept by the staff.
- d. Case managers will be responsible for ensuring that services are provided in accordance with the IEP's to the greatest extent possible.
- e. When appropriate and feasible, Child Study Teams will utilize virtual platforms to conduct mandated meetings and other IEP related processes and procedures.

Q. ELL/Bilingual

- a. All bilingual classes will be scheduled as part of the home-based instructional schedule.
- b. All assignments and student materials will be translated.
- c. School administrators will adjust Google Classroom times so that ELL students can have access to support.
- d. School administrators will assign support staff and paraprofessionals to classrooms where students need language assistance.

R. Student Attendance

- a. Student attendance will be recorded in PowerSchool each day by the homeroom teacher, unless a special arrangement is developed by the Principal, in accordance with Policy 5113.
- b. Amendments to the Grading and Reporting Policy 6147.1, will reflect revised criteria for grading, reporting, promotion, and retention. (See Addendum titled Amendments to Grade and Reporting Policy.)
- c. The schools have developed procedures to assist students who are crisis, and are not reporting for remote instruction or handing in assignment. Parent liaisons, school counselors, and attendance officers are responsible for safety checks with students who are not reporting for home-based instruction after two days.
- d. The Supervisor of Guidance will develop and maintain a routing and counseling system for students who express harmful behaviors or use

technology in a fashion that is inconsistent with the Code of Student Conduct.

**S. Facilities**

- a. The Chief of Operations will develop an alternative schedule for maintenance and custodial staff that allows for safety guidelines to be met while maintaining all school facilities.
- b. Operations staff will be assigned to ensure food distribution sites have appropriate support staff.
- c. Operations staff will continue to receive training regarding sanitizing school facilities when required as a result of an identified need.

**T. Summer Programming**

- a. Summer programming is being developed to be delivered both as home-based instruction, and in-person, as we await guidance from NJDOE. (See Addendum titled Summer School Calendar.)
- b. ESY, enrichment, and promotion and retention programs are being developed by curriculum staff.
- c. 21st CCLC ACCESS (Schools 5A, 6, & 20) will offer one hour of English Language Arts and Mathematics each day. Reading and writing activities, including hands-on Science, Technology, Engineering, and Math (STEM) activities are being developed. In addition, students will receive one hour of physical education daily. Students will also participate in three field trips during the summer.
- d. In order to address credit shortages and credit loss for high school students, students are enrolled in APEX, a digital curriculum platform. These online courses offer credit, or credit recovery, toward grade-level advancement or high school graduation.
- e. The initial plan for learning loss is addressed in the previously mentioned Amendments to the Grading and Reporting Policy 6147.1. The amendments allow for the identification of students that need summer learning assistance. (See Addendum titled Amendments to Grade and Reporting Policy.)
- f. Reallocated funds will be used to support students dealing with trauma through the Passaic Mental Health Clinic. New referrals are being processed to support students and families during the school closure.
- g. Title I extended learning programs will be developed for September as we continue to assess academic areas where students will need support to perform on grade level.
- h. Virtual end of year events are being planned by principals, including high school graduation, awards ceremonies, and an athletic recognition event.

**IV. Recovery**

- A. The Assistant Superintendent of Schools will assemble a committee to plan for the safe re-entry of the schools to either resume in-person instruction or allow teachers and

students to obtain their personal belongings. Upon returning to school, families will be expected to return books and instructional tools necessary to continue learning.

- B. Teachers will provide school leaders with inventory changes.
- C. Families will be held responsible for missing computers, per Policy No. 6142.10 Internet Use and the corresponding regulations and exhibits, including all Acceptable Use agreements.
- D. All schools will open on a full day schedule unless otherwise advised.
- E. The Board of Education will prepare a revised district and school calendar based on the number of non-instructional days used during the process.
- F. Instructional staff will assess and plan to remediate any learning deficits that occurred due to the school closure.
- G. Operations staff will assess supplies and inventory to ensure that there are adequate supplies for staff and students upon returning to school.
- H. The Business Administrator will review current budget levels and assess any expenditures or budget shortfalls due to the school closure.