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Passaic Public Schools

School Closure Preparedness Plan for Instruction

This plan provides an overview of the expectations and services that will be utilized in the event of a mandatory school closure. The district will follow closure recommendations and directives as provided by the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE).

This plan is developed in order to provide instruction consistent with the NJDOE requirements and provide daily learning that will count toward the 180-school day requirement established by the State. Below, in Section III: Response, please find an overview of a closure schedule for an estimated 15 school days. If the district offices and schools are closed, staff may be expected to support students from an offsite or home location. Based on the recommendations of the NJDOH, the district and schools may remain open for staff.

This plan will follow the format of the 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 Curriculum and Instruction will be responsible for ensuring that a plan has been created to prepare for instruction during extended school closures.
- B. By September 30 of each school year, the district has reviewed the processes and protocols related to providing instruction during a period of school closure.
- C. The Assistant Superintendent of Curriculum and Instruction will convene the Curriculum Team responsible for planning activities. The members of the Curriculum Team are as follows:
 - a. Assistant Superintendent of Curriculum and Instruction
 - b. Director of Elementary and Secondary Education
 - c. Director of Bilingual, ESL, and World Languages

- d. Director of Special Education
- e. Director of Early Childhood Education
- f. Director of Research, Assessment, and Planning
- g. Director of Staff Development

III. Prepare

- A. In anticipation of an extended school closure, the Curriculum Team will meet to review the requirements critical to the appropriate plan response.
 - i. Review of available technology resources
 - ii. Review of current curriculum needs
 - iii. Gather the required curriculum materials
 - 1. Request Printing Materials
 - 2. Order Support Materials (i.e. bags, supplies)
- B. Students will be sent home with the following supplies appropriate for 15 school days, with a plan to collect and disseminate additional materials.
- C. Provide a ½ day of professional development for all teachers to gather the appropriate materials and prepare for the requirements of the curriculum as developed.
- D. Identify the essential personnel necessary to respond in the event a closure of schools is mandated.
- E. Create a proposed schedule of instruction for use in setting communication goals and student progress monitoring.
- F. A schedule for teacher communication will be created at the school level. Such communication may include online group communication (i.e. Google Hangout) or phone conferences (i.e. Go-To-Meeting)
- G. Student technology needs will be assessed, and the Technology Team 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 Board Policy No. 6142.10.

II. Response (Following announcement of Closure)

- A. Timeline:
 - a. Day 1: As identified in the 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. (See prepared schedule below). These days will count toward the 180-school

day requirement. If days beyond school day 15 are announced, the district will identify ways to distribute instructional supplies.

- B. Information regarding student assignments will be available via our website www.passaicsschools.org. Assignments will be posted within 48 hours of the announcement of extended 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 NJDOH may be asked to serve as community health liaisons.
- I. The expected schedule of instruction as developed by the Curriculum Team 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. Students will be sent home with the following supplies:
 - b. A “Book Baggy”, made up of 3-5 books chosen by the student to explore during the time away from school.
 - c. Activities for parents to engage in with their children related to literacy and mathematics.
- L. Grades K-5
 - a. ELA
 - i. For grades K-3, book baggies that meet students current reading level and stretch goals, with a particular emphasis on books that students are interested in reading. Accompanying 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 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 appropriate for 15 school days, 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 work which will be shared via the home guidance website
 - d. Social Studies and Science
 - i. Students will receive a grade level packet of activities and/or online resources and assignments.
 - e. Physical Education 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. For students who do not have wireless internet capacity, the schools are externally equipped to provide access, and a map of public locations with wireless access points will be provided to parents.
 - 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.
- Q. Nutritional Services
 - a. The Food Services Team will identify the locations where a full kitchen is available and use those facilities to prepare meals for daily distribution. Refer to the Pandemic Crisis Plan for additional information regarding food distribution.

IV. Recovery

- A. 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.