

Prospect Park Educational Plan Public Health-Related School Closure

County: Passaic

District: Prospect Park School District

Chief School Administrator: Allison Angermeyer

Phone Contact: 973-720-1981

Component 1: Equitable Access

Prospect Park School District Demographics	
Overall Student Enrollment	865
Preschool Students	73
Homeless	2
Migrant LSE	NA
Students with Disabilities	140
ELL's	45

- **Timeframe:** March 16- June 19

 - **Scope of the work:**
 - Phase 1: March 16-April 21: Students were sent home with paper packets which included learning in all areas of instruction.
 - Phase 2: April 22-May 22: Students will be sent home with packets of work for the following through May22. All work will be modified and or provide goal oriented work as appropriate for students with disabilities. Students are supported through synchronous and asynchronous learning via Google Meets, Google Classroom, School Website and a variety of online platforms.
 - Phase 3: Following May 22, students will be assigned work virtually through district approved platforms including Google for Education, District approved online textbook and accompanying digital resources
 - All plans include:
 - Written activities as well as hands on activities and/or writing for students in all core subjects as well as special area subjects.
 - Math, Social Studies, Science and ELA: provide work for daily instruction
 - Specials: Makerspace, Spanish, Art, Music provide work for weekly instruction; 1 assignment/week
 - Physical Education: Physical education will provide 3 days of physical activity and 1 health activity/week
 - **UPDATE:**
 - Families were surveyed during the week of March 9 using a paper survey and again April 9 via online. This survey remains open and parents can continue to request a chromebook/wifi as needed
 - During the week of 4/21 chromebooks were given to all families who did not have technology accessibility, WIFI is provided to any family who did not have access
 - WIFI was provided through Optimum Emergency Services as well as Lightpath to student chromebooks who were unable to access the emergency wifi
 - Online lessons for new instruction began on 4/23 using asynchronous learning
 - Synchronous learning will begin during the week of May 4th for Middle School students and May 11th for grades K-5. Core instruction will take place in the morning. Support services including ESL and Title services will be provided to students in the afternoon.
- Preschool:** Preschool students were provided the following:
- Preschool students were offered a variety of activities to support their development. In the 5 domains: social/emotional, approaches to learning, language development, cognitive development, physical and motor development
 - Activities were provided to students and parent to support all areas of learning mentioned above including project based learning
 - Students were offered a limited amount of paper activities through a packet.
 - A variety of hands on activities to do including: nature walks, music and movement

- Large motor activities

- **New Jersey Student Learning Standards:** Teachers put instructional packets together. All work aligned to grade level standards

- **Equitable Access to All Students:**
 - **Title & ESL**
 - Title teachers will provide additional skills work via packets. Additional resources will be posted on the website
 - ESL: teachers will provide work in 4 areas of instruction including: Writing, Speaking, Listening, Reading

 - **Special Education:**
 - Special education teachers will provide appropriate work with modifications for all instructional packets going home.
 - Students in “learning center” classrooms were provided differentiated work according to IEP goals
 - Special Education teachers will support students and parents as needed through email and phone
 - Students were provided work as per the 3 phases above
 - Students are provided Related Services through an online platform
 - CST members are available each day to support the needs of all students

 - **G&T**
 - These students were provided with a project to do, teachers will provide some synchronous learning experiences.

 - **Homeless Students:**
 - Were supported with all work as per the plan
 - Students are also supported by their guidance counselors to ensure they have everything they need

- **Technology:**
 - Students were sent home a technology accessibility survey during the week of 3/9/20

- An additional survey was distributed online during the week of 3/23 and is still available should families need to access it.
- Additionally we have reached out to teachers weekly to identify any additional technology accessibility gaps
 - **Access to Technology:**
 - During the week of 4/21 chromebooks were given to all families who did not have technology accessibility.
 - Approximately 600 chromebooks have been given out as of 5/13/20
 - Several students did not have wifi capabilities or computer access therefore we initially created a paper-based instructional plan
 - Families were given access to the Optimum Emergency Wifi.
 - Those families whom the Emergency Wifi didn't work were given access to chromebooks that linked directly to optimum services through hotspots
 - Several families still did not have access. Those families will be provided with mobile hotspots through Verizon
- **Online Learning:**
 - Online lessons for new instruction began on 4/23 using asynchronous learning in conjunction with the paper based packets
 - Synchronous learning began during the week of May 4th for Middle School students and May 11th for grades K-5. Core instruction will take place in the morning. Students will be provided with a combination of asynchronous and synchronous instruction to support student learning
 - Support services including ESL and Title services will be provided to students in the afternoon.
 - IPADs have been distributed as needed to students in self contained classes to continue ABA instruction, data collection and analysis.

Social Emotional Wellbeing Plan

- **Guidance and Counseling Services:**
 - Guidance counselors will reach out to students and who they regularly work with via email, online computer meetings and phone
 - Guidance counselors will also offer services to students as teachers report the need
 - Assist students who are experiencing anxiety regarding the school shut down providing coping skills and a plan to return to the regular school experience.
 - Provide parents with guidance on helping their children at home as necessary.
 - The district has contracted with Christian Health Care. The social worker will continue with weekly check-ins with the students she works with
- **Social Emotional Wellbeing:**
 - Students are encouraged to have physical activity each day and must log their activity 3x's per week through the physical education work.

- Family Resources: There is a family resource folder on the website which includes: Social Emotional Learning, information on how to talk to children during this time, virtual field trips and activities parents can do with their children.
- Guidance counselors are available to speak via computer, email or phone as needed
- A list of virtual field trips are available on our website for students to take advantage of as a way to explore the world around them while remaining at home

Component 2: Addressing Special Education Needs Plan

- **Special Services & Related Services:**
 - **Special Education:**
 - The district will provide guidance on how parents can maintain therapy/service goals through packets
 - Students were given work through packets and will be provided work online as per the timetable above for all students
 - Families were provided modifications/accommodations in the students IEP
 - When online learning began, students worked with special education teachers using both asynchronous and synchronous learning
 - Students using ABA were provided materials for trials as well as online access to our ABA platform Rethink
 - Students are provided with work via online and paper
 - **Communication:** Communication will be translated or a translator will be used as needed
 - **Related Services:**
 - The district will be providing related services via any extent possible including telepractice
 - Compensatory services will be provided as need upon return to school
 - Some service providers were able to schedule additional services to the students the week prior to closure in advance
 - **Evaluations:**
 - **The Social Assessment:** can be completed through teleconferencing or web-conferencing as needed.
 - **Psychological and Educational Assessment:** parts of these evaluations can be conducted remotely by video conference; the other parts will be on hold and awaiting direction from county and state offices as they cannot be completed without the student present.
 - **Eligibility Meetings:** can be completed through teleconferencing and web-conferencing as needed
 - **Re-evaluation meeting (planning):** can be completed through teleconferencing and web-conferencing as needed
 - **Progress Reports** will be completed as per district calendar.
 - **Annual IEPS:** will be done through teleconference with the Child Study Team
 - **Referrals:** any referral that comes during school closure via electronic means; planning meetings will take place via teleconference.
 - **Out of District:**
 - Communication: the CST and Director of Special Services will be in continuous contact with out of district students and the receiving school or contracting provider to communicate all necessary information
 - Out of district students will follow the school closure for the Prospect Park School District

- The Business Administrator will notify contracted transportation providers when and if schools close/open
- **Medical Fragile:**
 - The school nurse will be in contact with medically fragile students regularly to ensure they have the necessary medical provisions.
 - If needed, the school nurse and social worker will help connect students with services needed.

Component 3: Addressing ELL and Bilingual Needs Plan

○ Educational Plan

- ESL Students were given work Packets 1 and 2 to support support English language acquisition
- ESL: teachers will provide work in 4 areas of instruction including: Writing, Speaking, Listening, Reading
- Beginning April 22, ESL teachers provided asynchronous lessons via Google Classroom (3-8) and via staff webpage in grades K-2. Written work was provided via paper packet.
- Beginning May 5, ESL teachers moved to asynchronous and synchronous learning experiences for ESL in all grades. Teachers meet with their students 3 days per week with additional office hours to meet the needs of all students.
- Work is provided for 5 days a week. As of 5/22 work will be via Google Classroom and other district approved digital platforms. .
- All teachers in the district are trained in SIOP and support the students as needed through the process.
- Students are provided with work based on their ability and teachers differentiate also during live class sessions

○ Communication:

- All formal written communication is provided in both English and Spanish
- Families have received regularly written communication weekly during this time. We have also used reverse calls, text messaging as well as email.
- When needed, ESL teachers have helped parents navigate the learning from home; accessing technology...
- They have personally reached out to families to see if they have everything they need

○ Specifics to ESL Students

- ESL students will be using a variety of online platforms to meet the needs of the students some of which include: Google Classroom, Learning A to Z and IXL.
- Students will also be meeting with their ESL teachers regularly
- Teachers are also meeting with there students in office hours to provide additional support for their students as needed
- ESL teachers are communicating regularly with parents to help navigate the many areas within flexible instruction including questions on food pick up, online learning platforms, technology questions and any other issues they may have

Component 4: Safe Delivery of Meals Plan

- **SFA:** Prospect Park Board of Education
 - **Food Service Provider:** Maschios
 - **Agreement #:** 03104270
 - **Date Meal Distribution will begin:** 3/16/20
 - **Date Meal Distribution will end:** To Be Determined
 - **Food Service Provisions:**
 - District applied for Seamless Summer Option in order to continue food service during school closure.
 - The school district in cooperation with Maschio's food service will provide both breakfast and lunch. Pick up on Monday will be for 3 days and pickup on Thursdays will be for the remainder of the week. The meals provided will be "take and go." In addition, students can still come for daily pick up each morning.
 - -Meals provided are breakfast and lunch
 - **Meal Distribution:**
 - **CEP:** The district falls under the Community Eligibility Provision
 - Distribution will take place at the back of the school at the cafeteria door. Students and families will not enter the building
 - Contents of meals are according to the Department of Agriculture National School Lunch and Breakfast Guidelines
 - Food service provider will count and claim according to community eligibility guidelines
 - Maschios is preparing meals off site and delivering food in refrigerated trucks and school employees are distributing food to families

Component 5: Length of Virtual or Remote Instructions Day Plan

Daily Independent Work Expectations

ELA (5 days a week)

- Reading per grade level expectation daily with reading journal or assignment
- Phonics lesson K-2
- Writing Assignment 1 prompt/week
- Include at least 1 nonfiction reading assignment per week

Math (5 days a week)

- 1 math assignment using new learning each day
- 1 math assignment reviewing previous student learning each day

SS/Science: (3 days/week or longer term assignment)

- 1 unit per 3 week period
- K-5 Activities for 3-4 days per week (Alternate Science/SS K-3)
- 6-8 Assignment for each day students see teacher
- Science/SS article/current event with writing response each week

Specials (Art, Music, Spanish, Makerspace)

- 1 hands on activity per week
- 1 written activity per week grades 3-8
- 6-8: Assignment based on middle school schedule 2 days per week

Physical Education and Health

- 1 health activity per week
- 3-4 days of activity journal each week

Preschool: Preschool teachers will provide limited paper activities in all areas of learning. Additionally hands on learning activities and experiences will be provided.

Instructional Time

- **Begins April 22: Asynchronous learning**
 - **Core Subjects:**
 - Prerecorded mini lessons: K-5 3-4 days per week
 - 6-8 as per middle school schedule (2 days per week)
 - **Specials: K-5:**
 - 1 prerecorded lesson per week for each applicable grade/class
 - As per middle school schedule (2 days per week)
 - PreK
 - Pre Recorded lessons 4 days a week

- **Begins May 23: Synchronous Learning**
 - **PreK:** meetings including morning meeting, show and tell 2 times per week
 - **K-5** 2 days per week: Pull small groups for active teaching for grades K-5 instead of whole group
 - **6-8:** As per Middle School Schedule 2 days per week

Differentiation

- Students will choose reading selection according to reading level and interest
- Students may have choice in assignments
- Student questioning should be adjusted to allow for differentiation in
- Students may be offered choice boards for assignments
- All online platforms provide options for teachers to deliver specific assignments to specific students or groups of students including: RazKids, IXL, Study Island, Google for Education

Assessments

- K-2: teachers will assess students individually or in small groups in June
- Teachers will use LIVE instructional time to gather formative assessment data on students
- Teachers will use online platforms as assessments
- Teachers in grades 3-8 will use Google Classroom to assess student independent work

Materials:

- District approved online textbook
- District approved online platforms including: RazKids, IXL, Study Island, Google for Education, EPIC

Component 6: Attendance Plan

Guidelines from March 5, 2020 Broadcast

N.J.A.C. 6A:16-10.1 Home or out-of-school instruction due to a temporary or chronic health condition and may include direct services, online instruction, services provided through contract with another district board of education, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

March 16-May 8: Students will be marked present based on the fact that work is provided

May 11: Parents/students will use a real time link to let the district know they are available for learning activities this day.

Student absences will not affect:retention, promotion, graduation or discipline

The following interventions will be used for students who are not engaging in learning or are not present for multiple days

- District call to parent for all students marked absent
- Phone call from school nurse for absent students
- Calls/meetings with guidance counselors
- Calls and office hour meetings with teachers should children be struggling
- Calls and meetings with Mr. Spinella school Vice Principal

Component 7: Facilities Plan

Initial Closing: Week of March 16	<ul style="list-style-type: none">● Full Custodial Staff: All areas of the school building were sanitized including: bathrooms, classrooms, cafeteria, gymnasium and other frequently used areas● Custodians followed appropriate CDC/NJ Department of Health guidelines for cleaning and sanitizing in schools
March 23- through school closure	<ul style="list-style-type: none">● Limited custodial staff (2-3 members/day)● Clean and sanitizing any areas which are in use daily● Checking boiler, refrigerator/freezer, generator and well pumps● Check and run water● *Any maintenance on the building which is essential● Helping pack and distribute any student belongings when appropriate NJDOE clearance is given● Help distribute meals daily

Component 8: Summer Programming

ESY	<ul style="list-style-type: none"> ● As of May 8: ESY will be using a virtual format. ● Related Services will be provided through the Zoom platform ● Teachers will use Google Meets and Google for Education to deliver educational services ● Teachers and students will also use district approved digital products ● This program will run for 20 days
Title 1 Summer Program	<ul style="list-style-type: none"> ● As of May 8: The Title 1 summer program will be using a virtual format. ● Teachers will use Google Meets and Google for Education to deliver educational services ● Teachers and students will also use district approved digital products ● This program will run for 20 days ● Program will be open to rising 1st grade -8 grade students
Assessment of learning loss:	<ul style="list-style-type: none"> ● The district will use benchmark assessments to gauge student learning/ learning loss ● Grade level teams will begin planning interventions for student learning loss in June ● Title 1 Summer program is opened to students in in grades 1-2 this year to support additional students
Graduation	Prospect Park will hold a virtual ceremony

Component 9: Board Approval

Board Approval 5/7/2020

Component 10 Posted on Website

Posted on website week of 3/16/20 updated as applicable

Component 11: Additional Information

Faculty and Staff Expectations

- **Superintendent and District/School Administrators-** Until otherwise indicated by state officials or guidelines, at least one district/school administrator will be available in the district each day. Others will be working remotely with access to email from at least 8:00am to 4:00pm. All administrators will continue with essential tasks as well as communicate with families, teachers, and local and state officials.

- **Essential Tasks include:**
 - Maintaining equitable, continuous learning opportunities for all students
 - Oversee and continue Special Services for all students
 - Payroll and budgetary responsibilities
 - Ensure food services during school closure
 - Communication to families

- **Custodial Staff:**
 - Custodial staff will sanitize the entire building including all frequently used services such as door knobs, light switches, desks and bathrooms.
 - Custodians will be here to receive lunch and breakfast orders each day and to stay open during food delivery
 - Custodians will continue to maintain building

- **Teachers: Remote ONLY** teachers are working remotely and available through email from 8:30-3:10 each day

- **Support Staff- Certified Remote ONLY (Guidance/CST/School Nurse...):**
 - **Guidance:**
 - Guidance counselors will reach out to students and who they regularly work with via email, online computer meetings and phone
 - Guidance counselors will also offer services to students as teachers report the need
 - Assist students who are experiencing anxiety regarding the school shut down providing coping skills and a plan to return to the regular school experience.
 - Provide parents with guidance on helping their children at home as necessary.

- **CST: will continue with all aspects of the CST responsibilities except referrals. This will include:**
 - **The Social Assessment:** can be completed through teleconferencing or web-conferencing as needed.
 - **Psychological and Educational Assessment:** will be on hold and awaiting direction from county and state offices as they cannot be completed without the student present.
 - **Eligibility Meetings:** can be completed through teleconferencing and web-conferencing as needed
 - **Re-evaluation meeting (planning):** can be completed through teleconferencing and web-conferencing as needed
 - **Progress Reports** will be completed as per district calendar.
 - **Annual IEPs:** will be done through teleconference with the Child Study Team
 - **Referrals:** any referral that comes during school closure via electronic means; planning meetings will take place via teleconference.

- **School Nurse:**
 - Will do check-in/wellness calls each week for all students with medical needs.

- **Support Staff- (Non certified):** Will remain home/ support students as directed

- **Secretarial Staff (School and District): REMOTE/ In Person (as dictated by tasks on hand)** will remain at home during school closure; the board of education office manager will work in district during the first week of school closure and in district as needed, and will will work remotely to continue essential district operations including NJ SMART, payroll tasks etc...on days not in district

- **Teacher Expectations:**
 - **Lesson Plans:**
 - Teachers will be responsible for submitting full lesson plans including standards on Oncourse for all activities when and if school closes
 - Teachers will differentiate for all students as needed within the packets including reading level.

- **Resource Officers: In person**

- Hand deliver flexible home instruction packets to absent students
- Help with food service if the school should be closed completely.

- **School/Parent/Student Communication:** Teachers will be available through email during the hours of 8:30 and 3:20 each day.

Teachers will answer any question parents may have and connect them with other certified staff should they need. Teachers will respond to emails from school administrators, guidance and colleagues as needed.

- **Additional Work:** Teachers will continue to plan for educational activities and lessons during closure.

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	Superintendent, School Principal, Vice Principal, Director of Curriculum, Business Administrator	Food distribution daily (in district)/Rotating schedule. Remaining personnel working remotely to maintain district operations as well as contact with teaching staff, students and parents	5
Maintenance	Maintenance Custodian	provide access to district facilities, clean and sanitize as needed (1 in district per day), receive deliveries of food	1
Custodial	Custodian	provide access to district facilities, clean and sanitize as needed, receive deliveries of food Rotating schedule 1 custodial/maintenance person per day 6:30-11am	4
Technology	IT Coordinator	to assist staff using remote access and for district communication(working remotely)	1
Other (be specific)	Office Manager	Help maintain district operations, oversee food service	1
Food Service Personnel	Maschio Employee	to receive delivery and prepare for distribution and maintain record	1

	Hours per day	Remote	Onsite
Teachers	6 hours and 5 minutes per day including: instruction, preparation, student support time between the hours of 8:20-3:20 each day. Teachers continue to receive a 40 minute lunch period.	73	0
Certified Non instructional staff	6 hours and 5 minutes per day Certified non-instructional staff including: school nurse, school counselors and Child Study Team will continue to complete their duties remotely during the hours of 8:20-3:20pm Certified staff continue to receive a 40 minute lunch.	6	
Support Staff	Teacher aides work online with students as determined in their IEP.	24	