

## Tabernacle Township School District Health-Related Closure Preparedness Plan

Information: [Website](#)

- District Demographic Profile
  - Total number of students: 675
  - Homeless students: 6
  - ELL students: 6
  - Free/Reduced lunch students; 56
  - Preschool: 20 Tuition preschool-9 Preschool disability 11
  - Special Education students: 136
  
- [CDC Guidance for Schools](#)

Action Steps prior to closure:

- Consistently promote best hygiene practices; posters, fliers, lessons
  - Proper hand washing
  - Cough into elbow
  - Stay home when sick
- Cleaning/Sanitizing
  - Deep cleaning schedule
  - Wipes accessible for devices
  - Hand sanitizer with at least 60% alcohol available
- Changed lunch schedules at TES so all students have time to wash hands before lunch

### Length of Virtual Instruction

Teaching staff members are expected to be available to provide instruction, feedback, and support during their usual contractual time. The instructional day for OMS students begins at 8:00am each day and concludes at 2:30pm, and the instructional day for TES students begins at 8:45am and concludes at 3:15pm. Based on the needs of the students and families, teaching staff may operate outside of these hours. Students do not have to be “online” for the entire extent of their day as activities and assignments are encouraged to provide screen breaks and other tasks that would allow for movement, exploration, etc.

### Special Education Regular School Year Instructional Summary

**Tabernacle Elementary School (prek-gr. 4):**

- **Delivery of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities including accessible materials and platforms.**

- Remote Instruction is provided across grade levels and Includes Whole Group, Small Group, and Individual Instruction using a multitude of formats and platforms that include: Google Classroom, Peardeck, Screencastify, Pearson Math online, EPIC and Learning Ally Recorded Books, ABCYA, See Saw, Zoom, Freckle Math, Spelling City, Prodigy, XtraMath, Razkids, Writing City, Spelling City, Edmark Online, News2You, iknowit.
- **Methods used to document IEP implementation, tracking of services, student progress and the provision of accommodations and modifications:**
  - Personal Check-ins, Modified Tests, Writing Templates/Organizers, Small Group and Individual Zoom Meetings, use of audio books and recorded novels and stories, Teacher notes on Google Docs, Attendance Logs, SeeSaw Journals, use of Leveled Texts, Modified Content, Extended Deadlines, Recording Read Alouds, Multi Step Task Analysis, Spreadsheets for tracking, provided slant boards, pencil grips, adaptive scissors, and also paper packets provided as needed.

#### **Kenneth Olson Middle School (gr. 5-8)**

- **Delivery of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities, including accessible materials and platforms.**
  - Remote Instruction is provided across grade levels and Includes Whole Group, Small Group, and Individual Instruction using a multitude of formats and platforms that include: Zoom, Google Classroom, Shared Screen use, Google Docs, Learning Ally, Prodigy, Khan Academy, Quizziz, Edmark Online.
- **Methods used to document IEP implementation including the tracking of services, student progress as well as the provision of accommodations and modifications.**
  - Use of checklists, daily agendas, Zoom and Google Docs, email contacts, daily check-ins, Modified tests and quizzes, modified assignments, use of Learning Ally, modified content, use of a catch-up day to communicate with students and families as needed.
- **Support Services**
  - **Child Study Team Referrals, Evaluations, IEP Meetings, Eligibility Meetings and Reevaluation Meetings**
    - **All Meetings** are conducted virtually using Zoom or by telephone including identification meetings, reevaluation meetings, eligibility meetings, and any IEP Meetings.
    - **Referrals and Identification Meetings:** When the district receives a referral a meeting is scheduled within 20 days. Appropriate Evaluations that can be

completed remotely will be completed such as social history and components related to functional performance.. Educational assessment will be conducted using the information available such as parent information, teachers data, teacher interview, and record review. Outside evaluations will be accepted and reviewed. Evaluations requiring one to one interactions with students will be completed when school resumes due to social distancing requirements if needed to expand our knowledge of the student's needs and if needed to further develop the IEP.

- **Reevaluations:** Reevaluations are completed using available and data and information. If appropriate social history will be updated. Educational assessment will include functional information and record review. Cognitive assessment and assessments requiring one to one contact will be completed upon return to school when social distancing requirements are lifted.
- **Referrals from Early Intervention:** Identification meetings are conducted within timelines. The CST will review the information provided by EI including the Battelle Developmental Inventory and any other data collection. If evaluations are warranted, the CST will complete the social history and parent interviews and review any reports or data available. Decisions will be made based on available data.
- **Exiting Preschool Aging Out:** All data will be reviewed including classroom data, parent and teacher interview, record review. Continued eligibility will be determined based on available data and decisions will be made to benefit the student. Any appropriate additional assessments will be completed is necessary upon return to school to provide any further information.
- **Communication:** Teachers, Child Study Team Case Managers, Speech Pathologists, and CST Supervisor are available through voicemail and email and online platforms such as Zoom. Case District Case Managers are in contact with Out of District Case Managers and parents by email or telephone. CST and Counselors provide daily and weekly check-ins with students and as needed. CM are in contact with teachers and parents on an ongoing basis.
- **Out of District Schools-** All public and private schools are closed and are providing remote instruction. If an out of district school is open and the district is closed transportation will be arranged with the parents in collaboration with the Supervisors of Special Services and Transportation. Case managers are in contact with parents and out of district schools.

- **Related Services:** Speech Therapists Occupational and Physical Therapists, and Counselors are conducting teletherapy sessions using Zoom in an individual format for every student who receives a related service for a minimum of 15 mins. weekly. They check-in with students remotely usings Zoom, Google Classroom and email. Resources are also provided and individual remote check-ins and therapy sessions are conducted. There is contact via email, phone, and Zoom with parents. Services providers are keeping logs of services.
- **Compensatory Services:** Any necessary compensatory services will be discussed and determined upon by the IEP Team. A checklist has been developed and will be reviewed.
- **Extended School Year 2020:** Extended school year services will be conducted remotely. Teachers will utilize a variety of platforms that include Google Classroom, Flipgrid, See Saw, Spelling City, Learning Ally, Prodigy, Edmark Online etc. Live sessions will be conducted by teachers both individually and in small groups depending on the level of disability and age of the student. Times will range from 30 minute to 1.5 hour sessions for live instruction. Teachers will also provide recorded activity, assignments and resources. CST will be available throughout the summer program on an intermittent schedule since they work up to ten days. Administrators are available over the summer.

## Attendance During Closure

Daily attendance will be taken based on student participation in remote learning. Students will participate or submit assignments as reflected in the Tabernacle Schools Health Related School Closure Preparedness Plan.

In the event a student is not participating, the following steps are to occur:

1. Teacher is to contact the parents.
2. If after a teacher attempts or makes contact no change is made, a guidance counselor, nurse, or CST member will make contact with the parent.
3. If no change occurs after step 2, administration will contact the parent.
4. If no change after step 3, a well visit will be made via the State Police or DCP&P will be notified.

The primary goal of this protocol is to provide help and support in ensuring the education of our students and not in penalizing them. Students and families may be experiencing complications from this crisis, and parental contact enables us to provide support and assistance.

Student attendance will not result in disciplinary action taken by the school. It will also not be used as the sole reason to prevent promotion of a student to the next grade level.

## **Grading and Assessment**

The grades on the third marking period report cards were derived from taking a snapshot of the students' grades as of the last day school was physically in session on March 13, 2020.

Any assignments completed during the virtual learning period after that date only positively impact a students' grade. Third marking period ended on 4/20/20 and report cards were digitally sent home on 4/24/20.

Students will receive pass/fail grades for the fourth marking period. Formative and summative assessments can still be given, but no grade value will be given for these assessments. Teachers will provide feedback on assessments with the intention of promoting student growth and continual learning. Flexibility and grace are encouraged to continue to meet students' needs.

## **Student Access to Technology Plan**

On request, students have been and will be issued Macbook Airs (grades 4-8) or Chromebooks (grades K-3). A large number of devices have already been distributed and additional opportunities for distribution can be arranged if the need arises. Teachers are to notify the technology department and the assistant principal if they become aware of a need. Parents can also notify the technology department directly, and this information is posted on the district's [website](#).

Parents who did not previously have Internet access or Wifi were provided information to sign up for Comcast's free Internet offer.

Our teachers are using SeeSaw, Google Classroom, Google Meet, Zoom, Flipgrid, and other educational platforms to continue education during the school closure.

If an issue arises with a family lacking the ability to access technology that is necessary to be successful with remote instruction the district will work with each family individually to create a plan that works for that family.

## **English Language Learners Continuation of Education & Communication Plan**

Our ELL students will continue to receive instruction through the use of Google Classroom. Teachers will be required to post weekly activities and to assist students as needed. The ELL teachers will make themselves available to assist and advocate as needed for the English Language Learners to ensure that proper accommodations are given for assessment, instruction, and other issues as necessary.

All school correspondence can be translated to native language as deemed necessary.

## **Roles and Responsibilities for Continuation of Education Plan Implementation**

### **Shaun Banin - Superintendent/Principal**

- Oversees full plan implementation

### **Jason Bedell - Acting Business Administrator**

- Oversees payroll, budget, and business office

### **Keith Higginbotham - Facilities Manager**

- Oversees cleaning and maintenance of buildings

### **Susan Grosser - Principal**

- Supervise the continuation of education academic plan
- Meet with teachers and students digitally through the use of Google Classroom, Hangouts Meet, Zoom, etc. to ensure education of students continues throughout school closure
- Continue supporting and training staff in the use of online environments and distance learning strategies

### **Nanci Moore - Supervisor of Special Services**

- Supervises the continuation of educational and related services for special education students
- Works with special education teachers and child study team to ensure IEPs are met and academic work is modified

### **Deborah Herndon - Transportation Manager**

- Supervises cleaning and maintenance of transportation services during closure.

### **Lisa Bogert - Food Services Director**

- Manages and arranges distribution of lunches to students every Monday during school closure.

### **Jason Bedell - Technical Coordinator**

- Prepares devices for distribution to students and ensures that digital infrastructure meets the needs of students and teachers to allow for continuation of education

### **Teaching Staff**

- Continue education through the use of Google Classroom, Seesaw, Hangouts Meet, Zoom, and other digital platforms as well as providing traditional resources to those students without online capabilities
- All students without a computer at home have been permitted to borrow a district-issued Chromebook or Macbook Air

### **Secretarial/Support Staff**

- Responding to phone calls and emails as they come in

[Essential Employees](#)

[Nutritional services](#)

### **Safe Delivery of Meals - COVID-19**

SFA Name: Tabernacle Twp. Bd. of Ed.

Agreement # 00505130

Date Meal Distribution will begin: 3/16/20

Date Meal Distribution will end: Indefinitely for the remainder of the school year

School/Site where distribution of meals will take place:

Kenneth Olson Middle School 132 New Road

Tabernacle, NJ 08088

Each Monday, we serve the lunches at the rear of the Kenneth R. Olson Middle School, 132 New Road, Tabernacle, NJ 08088 (no one enters the building).

Meals include a grain, protein, milk, fruit and veggie bag. Written instructions are provided with meals that include information on refrigeration and shelf life.

All meals are prepared and served within the safety requirements.

## Communication Methods:

- [Website](#)
- Presentation by school nurses and Facilities Manager at Board of Education Meeting on March 4th
- Tabernacle Schools App
- [District Facebook Page](#)
- Memos from Superintendent
  - [March 2, 2020](#)
  - [March 9, 2020](#)
  - [March 13, 2020](#)
  - [March 14, 2020](#)
  - [March 21, 2020](#)
  - [April 3, 2020](#)
  - [April 9, 2020](#)
  - [April 17, 2020](#)
- Weekly Newsletter

## Facilities

- Buildings and Grounds staff will report as scheduled/assigned by the Facilities Manager.
- During periods of health related closures, all regularly occupied areas within district buildings will be deep cleaned/disinfected following CDC and NJ Department of Health guidelines. This includes utilizing disinfectants and equipment/procedures with approved kill claims for the targeted virus/pathogen at hand. Staff will use all required Personal Protective Equipment (PPE's) and follow the universal precautions outlined in blood borne pathogen training to reduce exposure risk and prevent cross contamination of surfaces.
- B&G staff will perform daily inspections of all boiler/mechanical rooms to ensure all equipment is functioning properly.
- B&G staff will perform routine (at least bi-weekly) walk through inspections of all areas within the building. Any issues will be promptly reported so that the appropriate corrective action may be taken.
- Outdoor grounds/field areas will continue to be maintained as seasonally required.
- All water and wastewater operations/testing will continue to be monitored by our licensed operators and adherence to NJ DEP requirements will be met.
- HVAC automated temperature system controls will be placed into and remain in unoccupied status for the duration of the closure. Maintenance staff will log into control systems daily to check for any troubles/alarms.
- Integrated Pest Management (IPM) protocols will remain in effect throughout the duration of any closure. B&G staff will monitor for problems and report any pest activity to the district IPM Coordinator.



- Indoor Air Quality (IAQ) protocols will remain in effect throughout the duration of any closure. Any incidents of water intrusion, suspicious odors or visible signs of fungal growth will be immediately reported to the district IAQ coordinator.
- All scheduled preventative maintenance/safety inspections will continue to be completed at regularly scheduled intervals including, but not limited to, HVAC filter changes, equipment service/maintenance, roof inspections, fire extinguisher inspections, emergency exit sign/lighting inspections, emergency generator inspections, playground safety inspections and CO detector testing.
- To prevent stagnant water from accumulating in water supply lines, all indoor faucets, fountains and bubblers will be flushed weekly for at least 2 minutes per location.
- In an effort to prevent sewer gases from back venting into the buildings, all toilets and urinals will be flushed and water will be run through all floor drains at least once per week.
- All areas used by essential staff will be cleaned daily. This includes trash removal, sweeping/vacuuming/damp mopping of flooring, disinfecting high contact areas (switch plates, door handles/push plates, desktops, etc.) and cleaning/disinfecting restrooms.
- Any unforeseen issues/problems/safety concerns that arise will be immediately reported to the Facilities Manager by phone, e-mail and/or text message.
- The Facility Manager will document all B&G activities and submit a written weekly report to the Superintendent by noon of every Thursday.
- Following COVID-19 Cleaning Checklist will be used for all locations:

Room #

- \_\_\_\_\_ High dust entire room.
- \_\_\_\_\_ Dust light fixtures.
- \_\_\_\_\_ Disinfect all student desktops.
- \_\_\_\_\_ Disinfect all student chairs.
- \_\_\_\_\_ Disinfect all ledges.
- \_\_\_\_\_ Disinfect all casework, chalkboards, etc.
- \_\_\_\_\_ Clean all window glass.
- \_\_\_\_\_ Disinfect all door hardware.

\_\_\_\_\_ Disinfect sinks, fountains, switch plates and telephones.

\_\_\_\_\_ Sweep and damp mop all tile floor areas.

\_\_\_\_\_ Vacuum all carpeted areas.

- **ALL CLEANING IS TO BE COMPLETED USING SPARTAN DS 256, MAXIMA 256 OR MONK DISINFECTING WIPES. FOLLOW PRODUCT LABELS AND ENSURE ADEQUATE DWELL TIME FOR ALL SURFACES. WEAR APPROPRIATE PPE AND FOLLOW UNIVERSAL PRECAUTIONS TO PREVENT CROSS CONTAMINATION!**

Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

[Procedures for Bus Sanitation](#)