

# Princeton Public Schools



Live to Learn, Learn to Live

## Health Related School Closure Preparedness Plan

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## **I. INTRODUCTION AND PURPOSE**

Over the past month, our educational community has been closely following the global and regional spread of 2019 Novel Coronavirus (COVID -19). Should that spread ultimately require the Princeton Public Schools to close, the District is committed to maintaining its educational and emotional support of all students. The components outlined in this plan will assist our District in meeting that commitment and in responding to changing needs and circumstances.

## **II. DEMOGRAPHIC DATA**

The District is committed to effectively meeting the needs of all of its students. Currently, the District has a total of 3879 students. The demographic breakdown of those students is as follows:

- Special Education – 670 or 17.3%
- English Language Learners – 197 or 5.0%
- Free or Reduced Lunch – 498 or 12.8%

## **III. PANDEMIC RESPONSE TEAM**

To help ensure that during a pandemic the District can respond appropriately to a variety of issues and rapidly changing circumstances, the Superintendent has established a response team comprised of the following members:

- Superintendent of Schools
- Assistant Superintendent for Curriculum and Instruction
- Assistant Superintendent for Human Resources
- Business Administrator
- Director of Student Services
- Director of Facilities
- Director of Technology
- Director of Transportation
- Director of Food Services
- Communications Coordinator
- Family Liaisons
- Nurse Coordinator
- High School Principal
- Elementary School Principal
- School Safety Specialist
- Teacher Association Co-Presidents
- Support Staff Association President
- Municipal Health Officer
- Municipal Board of Health Chairperson

## **IV. COMMUNICATION**

During the implementation of our school closure, the District will be in regular consult with local health officials and municipal leaders. We will be sharing information internally as needed with staff through our School Messenger System. We will also be pushing out information to our families through the School Messenger System in both English and Spanish as well as through our district website and social media platforms. Press conferences will be scheduled as needed with the Mayor and local health officials. Questions from the press will be directed to our Communications Coordinator and the Superintendent.

## **V. CONTINUITY**

Regardless of the duration of a pandemic outbreak, the school district will work to continue to educate our students. It is important to note that while we implement remote learning, our schools will not be closed. All of our buildings will be open so that staff can utilize resources and assistance and so that students and families can receive assistance as needed. All contracted staff will continue to be paid throughout the period of remote learning and essential personnel will be physically present in schools and central office.

## **VI. CURRICULUM AND INSTRUCTION**

### **Goal of Remote Learning**

In the event of a necessary lengthy school closing, students will be provided with an alternate learning experience to continue to progress with the content and skills of the course or grade-level curriculum. This will be done either through virtual learning via the PowerSchool Learning (PSL) platform or through remote learning guided by paper lessons and assignments.

The Princeton Public School District is prepared to provide students with an authentic and engaging virtual learning experience in grades K – 12 using PowerSchool Learning as well as other digital resources, such as Google Classroom, Microsoft Teams, and various Web 2.0 Tools. Our virtual learning plan expands existing practices that ensure engagement, communication and collaboration, and continuity of instruction.

To ensure equity of learning opportunities, income eligible students are provided a school device, either a laptop or an iPad.

### **PK-5 Teacher Expectations**

Every certified staff member is responsible to support students assigned to them for the current school year:

- a. Maintain regular communication with the school principal and content supervisors throughout the school closing period
- b. Check and respond to parent and student emails
- c. Monitor student “attendance” using a Google Form
- d. Provide feedback to students, as appropriate
- e. Collaborate with other grade-level and subject-related teachers as needed for consistency and optimization

- f. Collaboratively develop a series of learning experiences for students for their grade level. These lessons and activities, with some interactive components, should be posted on each teacher's PSL website for grades 3 – 5. Teachers of grades PK-2 will prepare work packets for students, with some online iPad enhancements.
- g. Prepare, in total, approximately four hours of instruction per day
- h. Take advantage of the district technology tutorials and resources to learn new ways to enhance e-teaching/learning
- i. Call families by phone 2-3 times/week to check the student's ability to access the learning experiences and other support
- j. Monitor student progress using work samples and formative assessments when possible
- k. Upon return to school, teachers will plan for a celebration of learning to share student products, review learning, measure growth, and provide teacher feedback

### **Middle and High School Teacher Expectations**

Every certified staff member is responsible to support students assigned to them for the current school year:

- a. Maintain regular communication with the school principal and content supervisors throughout the school closing period
- b. Check and respond to parent and student emails
- c. Monitor student "attendance" through a Google Form
- d. Provide timely feedback to students, as appropriate
- e. Collaborate with other grade-level and subject-related teachers as needed for consistency and optimization
- f. Collaboratively develop a series of learning experiences for students for each course taught. These lessons and activities, with interactive components, should be posted on each teacher's PSL website. Links to Google Classroom, Microsoft Teams, and other online platforms may be used to optimize learning
- g. Prepare, in total, approximately four hours of instruction per day
- h. Take advantage of the district technology tutorials and resources to learn new ways to enhance e-teaching/learning
- i. Post the days lessons, materials, activities, and assignments, etc. by 8:20 AM.
- j. Monitor student progress using work samples and a variety of assessments when possible; provide assessment feedback
- k. Provide flexible due dates
- l. Be available for daily "office hours" to answer questions and assist students
- m. If a student is not engaging in online discourse or submitting work, reach out to ask questions and support him/her
- n. Upon return to school, teachers will plan for a review of learning through the sharing of student products, reviewing assessments measuring student growth, and providing teacher feedback

### **Guidelines for Students and Families: High School**

- Students should take all school-assigned and personal items home. Lockers should be cleaned out.
- A google form will be posted in the Grade Level class in PowerSchool Learning each day. Students MUST fill out this form by 1pm each day in order to be counted present. If a student has trouble accessing this form the student or parent must call the attendance line (609-806-4280 x3806) to report the student as present.
- If a child is ill, a parent can call in their absence to the attendance line to have the absence verified.
- Students will login to PowerSchool Learning each day and follow alternating E/F cycle day class schedules for accessing class content, activities and assignments. Students should login to their E day classes the first day of the closure, then their F day classes on the second day of the closure, etc.
- Students should follow expectations and deadlines set by teachers for completing activities and turning in assignments.
- Teachers will post that day's lesson, materials, activities, assignments, etc. by 8:20 am.
- Students should keep in contact with teachers via messaging features and/or email if they have any questions or concerns about content.
- A minimum of one grade per week will be inputted in PowerTeacher Pro. Students and families should continue to reach out to teachers with questions or concerns via PowerSchool Learning or email.
- The school building will be open for minimal use. This, of course, depends on the reason for closing school (social distancing vs. quarantine). Hours and availability of staff will be posted on the school website. Students and families may stop by to pick up materials or troubleshoot technology issues. Clubs will not meet, and students/families should only come to the building if they have an appointment or question. The cafeteria, Learning Commons, IDEAS Center, Fitness Center, etc. will not be available.

### **Guidelines for Students and Families: Middle School**

- A google form will be posted in an Attendance Class that ALL students have in their PowerSchool Learning each day. Students MUST fill out this form by 1pm each day in order to be counted present. If you *cannot* fill out the form or are having difficulty, please have your parent /guardian call your child "in" to the attendance line. (609)-806-4266
- Students will login to PowerSchool Learning each day and follow the cycle day class schedules for accessing class content, activities and assignments.
- Students should follow the provided daily schedule.
- Teachers will post that day's lesson, materials, activities, assignments, etc. by 8:25 am.
- Students should follow expectations and deadlines set by teachers for completing activities and turning in assignments.
- Students will receive a minimum of one grade per week which will be inputted in PowerTeacher Pro.
- Students and families should continue to reach out to teachers with questions or concerns via PowerSchool Learning or email.
- As of Monday, March 13th, 2020, the building will remain open each day to teachers and staff. Currently, schools are closed because we are following social distancing protocols. At present, health officials continue to support small groups of people populating the building, while continuing to observe social distancing etiquette. If the situation changes, we will

notify you as soon as possible. No afterschool activities, extracurricular activities or clubs will meet.

- Students/families should only come to the school building if they have an appointment or question. Students and families may be permitted to stop by to pick up materials or troubleshoot technology issues.

### **Guidelines for Students and Families: Elementary Schools**

- For grades K-5, an attendance poll will be posted on their teacher's website. Students should complete the form to indicate they have signed-in and are beginning the day's work. If you cannot fill out the form or are having difficulty, the parent /guardian should call your child "in" to the school attendance line.
- Be prepared for a call or email 2-4 times/week from your teacher to check in on your progress and verify that you are in attendance.
- Students in grades 3-5 will login to PowerSchool Learning each day for their lessons. Students in grades K-2 should continue each day with their learning packets. Teachers of grades K-2 will move toward more eLearning within a week or two once all students have a computer device at home.
- Grades 3-5 teachers will post that day's lesson, materials, activities, assignments, etc. by 8:25 am.
- Students should follow expectations and deadlines set by teachers for completing activities and turning in assignments.
- Students will receive feedback and grades as appropriate during the distance learning period.
- Students and families should continue to reach out to teachers with questions or concerns via PowerSchool Learning or email.
- As of Monday, March 13th, 2020, school and office buildings will remain open each day to teachers and staff. Currently, schools are closed because we are following social distancing protocols. At present, health officials continue to support small groups of people populating the building, while continuing to observe social distancing etiquette. If the situation changes, we will notify you as soon as possible. No afterschool activities, extracurricular activities or clubs will meet.
- Students/families may stop by the school building if they have an appointment, to pick up student work, or troubleshoot technology issues.

## **VII. SPECIAL EDUCATION**

The District will provide an appropriate education for Special Education throughout a school closing due to a pandemic outbreak. We will make every effort to meet the requirements for teacher-student contact time for students with disabilities via distance learning. Student progress will be monitored and feedback provided online by special education teachers when appropriate, with opportunities to communicate directly during scheduled times. With parent/guardian consent, IEP meetings will be held remotely while schools are closed. Upon returning to school, the CST will determine if additional services are required. At that time, IEP meetings will be held as appropriate to determine if compensatory education services are needed to address an individual student's progress toward learning goals and objectives.

### **Co-teaching**

Teachers will continue to plan instruction with their general education partners and provide individualized modifications through a combination of emails to students and parents (6th through 12th grade) or to parents (K – 5) and through the special education teacher's PSL page. Google Chat and Hangout will also be used to provide individualized supports. Instruction will be provided through PowerSchool Learning (PSL) with links to online resources and Google Classroom. Teacher's will post daily to-do lists and will be available between 8:30 through 3:00 for any questions or guidance needed by students or by parents. Teachers will continue to address IEP goals and objectives to the best of their ability. Teachers will check in with students weekly through phone calls or video calls to further support their students with explanations and to answer questions. At the elementary level, extension packets are being sent home based on individual learning needs and to address accommodation required in the IEP.

### **Resource**

Teachers will plan instruction and provide individualized modifications through a combination of emails to students and parents (6th through 12th grade) and to parents (k-5) and through the special education teacher's PSL page. Instruction will be provided through PowerSchool Learning (PSL) with links to online resources and Google classroom. In addition to providing core instruction, teachers are providing extension activities and links to online learning programs which will be monitored for use and progress. At the elementary level, extension packets are being sent home based on individual learning needs and to address accommodation required in the IEP. Teacher's will post daily to-do lists and will be available between 8:30 through 3:00 for any questions or guidance needed by students or by parents. Teachers will continue to address IEP goals and objectives to the best of their ability. Teachers will check in with students/parents weekly through phone calls or video calls to further support their students with explanations and to answer questions.

### **Autism, MD and LLD**

Teachers will plan instruction aligned to individual IEP goals and student need. Teacher will post online resources on PSL pages. Students will continue to work, with teacher guidance, on online learning platforms currently used at home with additional resources available through PSL. In addition to academic learning, teachers will provide lessons on daily living skills. Students will be provided with daily to-do lists and teachers will send individualized guidance and support to parents through email. Additionally, teachers are providing extension activities and links to online learning programs which will be monitored for use and progress.

Students in the high school Adult Daily Living class will also receive access to instructional videos with follow-up instructional activities that will be individualized for each student. Students in the school to work program will receive access to instructional videos with follow-up individualized assignments.

Teachers will continue to address IEP goals and objectives to the best of their ability. Teachers will check in with students/parents weekly through phone calls or video calls to further support their students with explanations and to answer questions. Additionally, the district Behaviorist will continue to provide supports in collaboration with teachers through phone calls and video chats with parents.

### **Preschool Disability**

Teachers have put together materials that are being sent home with guidance and direction for parents. They include all materials and supplies that are needed, suggested schedules and extension activities. Teachers are providing links for online learning sites which will be monitored for engagement and progress.

### **Related Services**

Speech, OT and PT - Therapists will post links for online resources on PLS. Additionally, they will provide individualized instruction and activities through emails sent to parents or sent in the mail. Therapists will ensure that activities provided will engage students in activities for the amount of time required in the student's IEP, in addition to extension activities.

Counseling will continue in a format that is age appropriate and related to the counseling goals. Social Workers and School Psychologists will remotely meet with students through Google Chat or Hangout. Parents will receive an email informing them of the plan before any sessions are scheduled. Younger students will receive activities related to counseling goals. Parents will be contacted by phone to check on their students and if appropriate counselors of younger student will check in with them by phone.

## **VIII. TECHNOLOGY**

During a lengthy distance learning period, technology will be required to ensure the continuity of instruction. The district will use PowerSchool Learning (PSL), the District's Learning Management System to connect with students and families. From PSL, teachers may link to Google Classroom, Microsoft Teams, and other online platforms to provide quality eLearning experiences for students.

### **How Students Will Access Content:**

Students will sign-in to PowerSchool Learning (PSL). All coursework will begin with PSL, and from there, teachers may link out to various online sites and resources, including Google Classroom and Microsoft Teams.

Through both Google Classroom and Microsoft Teams, teachers can distribute digital copies of assignments to each student, check-in to see how they are progressing, and provide feedback to support learning. They can then collect and grade work.

### **How Students Check-in with their Teacher and Classmates:**

- Email
- PowerSchool Learning Discussions
- Google Classroom Discussions
- Microsoft Teams Discussions
- Commenting in either Google or Microsoft Documents
- Commenting in Microsoft OneNote

### **How Students and Teachers will Collaborate:**

- PowerSchool Learning Wiki Projects
- Google Docs/Slides/Sheets
- Microsoft Teams
- Microsoft OneNote
- Other Web 2.0 Tools

### **How Students can Demonstrate Learning:**

Digital assignments (documents, slideshows, spreadsheets, movies, images, audio files) can be submitted through:

- PowerSchool Learning
- Google Classroom
- Microsoft Teams
- Microsoft OneNote
- Email

### **Access to Technology**

The District's Mobile Access program (MAP) currently supplies eligible students in grades 3 – 12 with computer devices and Hot Spots. This provides families and students with an additional means of receiving communication from the school district and allows students to access and complete assignments online. In the event of an extended closing beyond two weeks, we will be providing laptops or iPads to our eligible K-2 students; teachers of those grades will add technology enhancements to their work packets at that time.

The District currently uses SchoolMessenger (email, text, and phone) and social media platforms to reach all families. We currently have a 96.0% email receive rate and an 87.4% voicemail receive rate for messages sent via SchoolMessenger. District liaisons are aware of parents who may not have access to technology of any kind and provide verbal and written updates, translated as needed.

## **IX. FACILITIES**

The Building and Grounds Department will work to ensure that appropriate cleaning protocols are utilized at all times. Custodians will continue to clean door handles, railings, and other frequently touched surfaces on a regular basis. The district technology department will continue to implement more frequent cleaning of computer keyboards. The inside of all buses will continue to be cleaned on a regular basis. In addition, each school and the transportation department has received a special electrostatic sprayer that covers a wide area with a mild disinfectant. Not only does the sprayer kill corona and other viruses on surfaces, but the mist it emits surrounds the surfaces making it more effective. Protocols are in alignment with the guidance provided by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

## **X. SCHOOL NUTRITION**

### **Ensure Continuity of meal programs.**

The District has been fortunate to work with NutriServe, our food service provider, to develop a strategy for the provision of meals to our nearly 500 students who qualify for Free and Reduced Lunch. NutriServe has ordered two-weeks of breakfasts and lunches in nonperishable form and which meet the federal guidelines for nutrition. Those food items have been packed into boxes so that one box contains two-weeks of breakfasts and lunches for one student. Special accommodations have been made in the meals for those students with food allergies. On the first day of closure, District buses will park in 15 previously identified locations throughout the community and our employees will deliver the boxes of food to the students and families on our list of those who qualify for the federal lunch program. If our school closure extends beyond the initial two-week period, we will repeat the process.

## **XI. ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Unless otherwise directed by the Department of Education/Department of Health, in the event of a health related closure, all athletic events and extracurricular activities (including field trips) will be canceled.

## **XII. ESSENTIAL EMPLOYEES**

To support a number of the functions outlined in this plan, such as the provision of food and technology, as well as the maintenance of our buildings, some employees will occasionally need to be physically present in our offices or our schools. To the degree possible, this physical presence will be limited to help ensure the safety our staff. The categories of employees and the numbers of essential personnel are provided below:

Central Office Administrators – 5

Central Office Staff - 5

School Principals – 6

School Secretaries – 6

Facilities (Buildings & Grounds and Custodial) – 15

Transportation (Food Delivery) - 35

Food Service Director – 1

Technology – 5

Teachers – up to 60 no more than two hours in first few weeks to get materials and technology support

## **XII. CONCLUSION**

Throughout a health-related closure, the learning for our students as well as the physical and emotional wellness of our students, staff, and families will remain our highest priorities. This plan provides for that learning and also supports our commitment to wellness for our entire school community. The plan will serve as a guide. We recognize that conditions during a pandemic will be fluid and that this written plan will need to be revisited and likely revised. We are grateful for the support we have received already from the NJ DOH and the NJ DOE, and we look forward to following their continued guidance.