

STEMCIVICS PANDEMIC MANAGEMENT PLAN

2019-2020

MARCH 23 UPDATE



STEMCivics Charter School District

EMERGENCY HEALTH CLOSURE PLAN

The following document provides guidance for the STEM Civics district in the event of a public health related emergency closure. The procedures established below will be activated when a state and/or local health department issues an order of closure to a school. These procedures are optional for school closures that are initiated by the school or district.

INTRODUCTION

Schools, by their nature, have a high-density human population. In few other facilities are so many people placed together in close proximity for such extended periods of time.

The concentration of people of all ages, backgrounds, and interests brings together great opportunity and possibilities of the unexpected, the difficult, and the unusual.

Needless to say, it is to our benefit and in the interest of our students and their safety to be prepared. We must expect the unexpected, deal with the difficult, and prepare for the unusual.

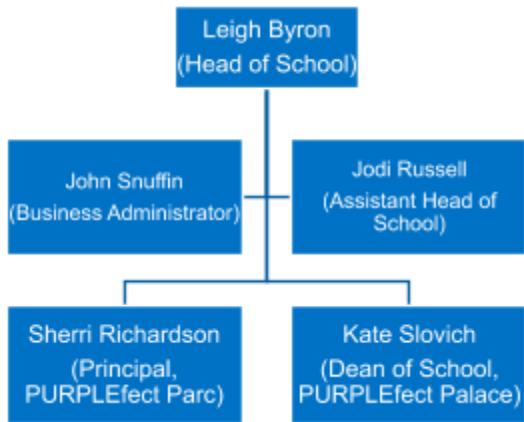
To this end, this plan will help to prepare you for action. It does not, nor can it be expected to, answer all questions. It does not deal with every possible situation or condition. What it does is familiarize you with some of what can occur at school and sensitize you to the notion that everything and anything is possible. You are reminded that there is no substitute for good judgment, clear thinking, calmness, and reason.

Employees are expected and required to adhere to the provisions of this document. However, no policy manual could ever anticipate all of the infinite fact situations that an employee could face in the course of organizational and human affairs. In the event that an employee reasonably and honestly believes that to follow a policy or rule in this manual would cause an illegal, unjust or significantly inappropriate outcome, the employee may be excused from adherence to the policy or rule in question. In the event that an employee perceives that such a situation exists and consequently chooses to deviate from the requirements of this manual, the burden will be on the employee to prove that the circumstances he or she faced made it unreasonable to follow policy or rules. If the employee can establish that such was the case, the employee's deviations from the policy or rule will be excused.

The following suggested procedures and guidelines apply to health-related school closures, including, but not limited to, COVID-19.

CHAIN OF COMMAND

Leigh Byron will alert the dean of school and/or principal(s) of any order of school closure from the health office. Leigh Byron is the only school official authorized to speak to the media.



NOTIFICATION OF SCHOOL CLOSURE

Parents, staff and students will be notified via Facebook, email, and Honeywell Instant Alert.

Staff will also be alerted on WhatsApp.

Honeywell message will be changed to: “Your child did not log into the online learning platform yesterday. No school work was completed. This may affect their attendance and grades. Please contact your child’s dean for more information.”

ONLINE LEARNING PLAN

Parents and students will be notified of the structure and expectations of remote learning via email. The schools’ voicemail messages will be changed to direct parents to these sources of information.

Consequences of non-participation will result in zero credit for work assigned during the school closure.

Students with extenuating circumstances that prevent them from completing online learning should reach out to the school for assistance. STEM Civics has sent parents a list of community resources that can assist with connectivity, including WIFI, phone, and electricity programs.

Paper-based lessons will be available at lunch pick-up location.

Teachers must complete the Online Learning Issues Report by 5pm each day.

Instructional Plan

- Lesson Plans will need to be submitted every Monday by 9AM into OnCourse utilizing the Online Learning Lesson Plan outlined below.
- Google Classroom to post instructional videos, assignments, assessments.(See resources below)
- Teachers must respond to student emails or calls within 90 minutes during the school day
- Teachers can utilize Google Hangouts (high school) or Zoom Meeting (middle school) to answer student's questions during office hours
- Teachers will be available during the regularly scheduled school day
 - Middle School: 7:50am-2:16pm (Zoom morning meeting from 7:50-8am)
 - High School: 7:30am-2:08pm (Google Hangout meeting from 8:45am-9am with department meetings to follow)

Weekly Grading

- High School: Grades need to be updated every Friday by 2:30pm
- Middle School: Grades need to be updated every Sunday by 2:30pm

Work Submission

- Students must submit daily work by 11:59pm on the due date to be assigned full credit
- High School only: students are to follow the same late work procedure as they do in the traditional school setting. 10 points off each day. Final grade of 50% on the fifth day,
- Parents will be notified via phone and email by teacher when students are not performing or completing assignments appropriately. If the student remains inactive, the dean and/or guidance counselor will follow up with the parent/guardian.

Suggested Online Lesson Plan Model

- 5-10 minute video of skill being measured.
 - This can be done personally and/or used from an accredited resource.
- 8 minutes of collaboration between students, when applicable
 - i.e. responding to questions on Google Classroom and/or commenting using other online applications, such as a discussion board
- 20-30 minutes of independent work for the students to complete that is evidence of completing the objective

Online Learning Lesson Plan Format

Objective:

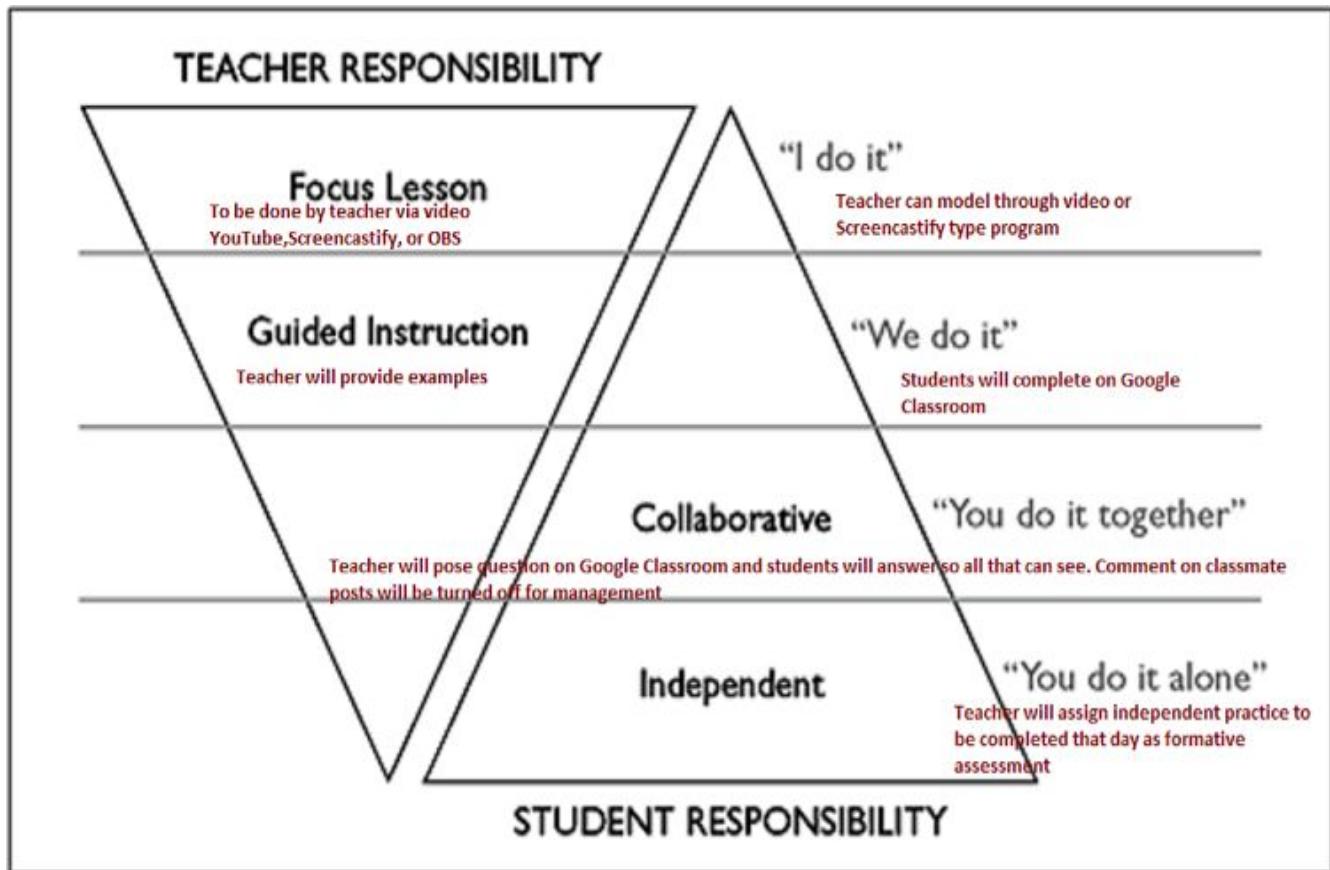
Link(s) to Video/Article:

Questions to Check for Understanding:

Assignment:

NJSLS:

The gradual release model will still be used with the following modifications:



Resources For Teachers

Subject	These links are live and contain Flex E Text Books All have ability to be uploaded to Google Classroom
Math by Level	Grade 8 Algebra I Geometry Algebra II PreCalculus https://phet.colorado.edu/en/simulations/category/new
Math by Subject	Arithmetic Measurement Algebra Geometry Probability Statistics Trigonometry Analysis Calculus

Science	Earth Science Life Science Physical Science Biology Chemistry Physics https://phet.colorado.edu/en/simulations/category/new
English	Writing https://commonlit.org https://newsela.com https://artsandculture.google.com/
Social Studies	Economics Geography Government History Philosophy Sociology https://artsandculture.google.com/
PE/ Health	Health
Engineering	Engineering https://phet.colorado.edu/en/simulations/category/new
Physics	https://www.khanacademy.org/science/physics NOVA interactive site https://www.pbslearningmedia.org/ https://phet.colorado.edu/en/simulations/category/new

Online Resources that increase teacher/student interaction and engagement

1. <https://info.flipgrid.com/> Student participation and responses to lesson
2. <https://www.screencastify.com/> Creation of teacher directed lesson by creation of video
3. https://app.seesaw.me/#/login?force_login=signup Annotation of multimedia
4. <https://www.khanacademy.org/coach/dashboard> Science, Math, and Engineering Video and Discussion Questions

- KHAN HOW TO Presentation
https://docs.google.com/presentation/d/19Lth2WB8GckIAdIZxqA0p3WVJz2I_qtrBwP8nevKynM/edit#slide=id.g7b57d2cdb5_0_20
5. <https://www.brainpop.com/> Some free videos that can be used in conjunction with teacher direction
 6. <https://www.desmos.com/> Math and Science lessons
 7. <https://www.ixl.com/math/> Math
 8. <https://www.peardeck.com/microsoft> Recording using Microsoft (PowerPoint etc.)
 9. <https://padlet.com/> Multimedia display with interactive component
 10. <https://bookcreator.com/>
 11. <https://anchor.fm/> Creating Podcast
 12. <https://www.discoveryeducation.com/>
 13. <https://phet.colorado.edu/en/simulations/category/new> Interactive Science/Math Lessons
 14. <https://www.wevideo.com/> Video Editor
 15. <https://wakelet.com/> Compile various media into one location (similar to Google Classroom)
 16. <https://kahoot.com/>
 17. <https://insertlearning.com/> Gives the ability to add learning strategies/tools to ANY website
 18. <https://edpuzzle.com/> Make any video into instructional with teacher guided instruction
 19. <https://classworkzoom.com/>
 20. <https://parlayideas.com/how-it-works/> Online Discussion Questions for group discussions
 21. <https://gosynth.com/> Podcast creator (Beta)
 22. <https://www.edu.buncee.com/about> Create interactive multimedia presentations
 23. <https://www.kamiapp.com/> Annotate Documents and PDF for interactive learning
 24. <https://edji.it/#/home> Collaborative Annotation of documents
 25. <https://www.gimkit.com/> Live Question/Answer
 26. <https://deck.toys/>

SPECIAL EDUCATION & ELL

Special education teachers will continue to provide services in compliance with individual education plans. Compensatory instruction will be given upon return to school, as necessary.

- Teachers must provide video lessons to SPED teachers a day in advance so SPED/ELL teachers can modify and upload modified videos to Google Classroom. SPED/ELL teachers will be added as co-teachers in all Google Classrooms and modify work accordingly.
- SPED teachers should establish office hours for online video conferences via Google Hangouts with their students and an administrator will be present for these conferences.
- Middle school only: SPED teachers are available between 8am-12:30pm and 12:40-2:16pm on Fridays for special education to accomodate extended time.

FIELD TRIPS AND EXTRACURRICULAR EVENTS

In the event of a school closure, all sports, field trips, service trips and extracurricular events will be canceled. Parents will be notified by the athletic director and/or civic engagement coordinator.

- As a precautionary measure, all trips for the district have been canceled at this time.
- Sports are continuing and will follow the guidance of the Mercer County Health Department and the Burlington County Athletic League for future closures
- Sporting events must have less than 250 people in attendance

ATTENDANCE

- Per the guidance document released on March 6th:

Requirements to Implement a Public Health-Related School Closure NJDOH guidance identifies school closure as a potential strategy to limit transmission within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by N.J.A.C. 6A:16-10.1 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.**

- Front office will run daily attendance report via GoGuardian login reports
- Students will be marked “Present” **for the day** if they have logged in to Google Classroom at any time prior to 11:59pm
- Student will be marked “Present” **for class** if they have completed the “Do Now” question posted in each Google Classroom

STUDENT SUPPORT SERVICES

STEMCivics contracts through Delta-T for speech and child study team services. Delta-T will continue to provide these services to students at their homes or other location, unless ordered to close by a state agency. The coordinator of the guidance department will arrange for home visits.

In addition, parents/guardians have been provided with the following referrals for students who require additional services. The providers listed below take insurance and offer services on a sliding scale.

Counseling

Perform Care

(877) 652-7624

300 Horizon Dr Suite 306, Trenton, NJ 08691

<http://www.performcarenj.org/index.aspx>

Princeton House Behavioral Health

609-497-3300

<https://www.princetonhcs.org/care-services/princeton-house-behavioral-health>

Millhill Child and Family Development

609-989-7333

<https://www.millhillcenter.org/>

Physical Therapy

RWJ Rehabilitation Hamilton

3100 Quakerbridge Road

Hamilton, NJ 08619

(609) 584-6640

<https://www.rwjbh.org/our-locations/outpatient-rehab-center/rwj-rehabilitation-hamilton/>

Capital Health Regional Medical Center

750 Brunswick Avenue

Trenton, NJ 08638

609-394-6000

<https://www.capitalhealth.org/medical-services/rehab-services/physical-therapy>

Speech Therapy

RWJ Rehabilitation Hamilton

3100 Quakerbridge Road

Hamilton, NJ 08619

(609) 584-6640

<https://www.rwjbh.org/our-locations/outpatient-rehab-center/rwj-rehabilitation-hamilton/>

Capital Health Regional Medical Center

750 Brunswick Avenue

Trenton, NJ 08638

609-394-6000

<https://www.capitalhealth.org/medical-services/rehab-services/speech-pathology>

Occupational Therapy

RWJ Rehabilitation Hamilton

3100 Quakerbridge Road

Hamilton, NJ 08619

(609) 584-6640

<https://www.rwjbh.org/our-locations/outpatient-rehab-center/rwj-rehabilitation-hamilton/>

Capital Health Regional Medical Center

750 Brunswick Avenue

Trenton, NJ 08638

609-394-6000

<https://www.capitalhealth.org/medical-services/rehab-services/occupational-therapy>

FREE AND REDUCED LUNCH

Over 90% of STEM Civics students receive free or reduced lunch. In order to continue to provide this service, the schools will serve breakfast and lunch for pick-up at the following locations between 10:30am-12pm:

Middle School: 720 Bellevue Ave. (rear driveway)

High School: 1555 Pennington Road (gym entrance)

In the event the campuses are not an approved location, Karson Food will drop off the STEM Civics breakfasts and lunches at the following community locations:

High School Students

Boys and Girls Club

1040 Spruce Street

Lawrenceville, NJ

(609) 695-6060

Middle School Students

Boys and Girls Club

212 Centre Street

Trenton, NJ

(609) 392-3191

A STEM Civics representative will be available each day to distribute and track the breakfast and lunch distribution.

Staff Lunch Monitor Schedule: 2 staff per day M, W, Th, F and 3 staff on Tuesdays (to distribute paper assignment packets and lunches).

FINANCIALS

STEM Civics is financially solvent and can cover all debts for one month without a disbursement from the home district. In the event that a closure delays the disbursements beyond one month, a short-term loan will be obtained through the Bank of America, with which STEM Civics has an established relationship.

- The board will meet remotely in the event of a closure and has successfully completed tests of this online meeting process

TRANSPORTATION

STEM Civics is not a transportation district. As such, there are no accommodations to be made for disruption of bus service.

High School Only: Due to the high school's location outside of the students' home district, the school will close voluntarily if the spread of coronavirus leads to disruption of the public bus service and school attendance drops below 2/3 of the student body.

IMMUNOCOMPROMISED STAFF & STUDENTS

Immunocompromised and/or high-risk staff and students have been given the option to work from home, prior to any school closure orders. This will operate as a test-run for school closure procedures and continue to protect the health of the most vulnerable in our community.

PREVENTION

- Daily cleaning of the schools & weekend deep cleaning on March 13-15
- High-touch surfaces cleaned with Clorox each night
- Wipes, hand sanitizer, and/or Lysol spray distributed to all classrooms
- Hand sanitizer placed in common areas
- Hand washing posters displayed in all bathrooms and common areas
- Computers wiped down throughout the day
- All school events in excess of 250 people and school trips are canceled
- Staggered arrival and dismissal times at the high school limit the number of students in the building at one time

ESSENTIAL PERSONNEL:

- 1 -- meal distribution as referenced above
- 2 -- school maintenance and custodial management: 1 per school
- 3 -- administrative: head of school and business administrator

APPENDIX A.

Karson Food Service Memo

KARSON FOOD SERVICE, INC.

3409 Rose Avenue, Ocean, NJ, 07712

732-922-1900

March 10, 2020

To: School Food Service Managers/Administrators

From: Bob Kardane-Karson Food Service, Inc.

In response to the Department of Education directive for schools to have a plan to feed students getting free and reduced meals, should the school close due to a local outbreak of the Coronavirus, Karson Foods recommends the following steps be taken.

The school should:

1. Secure a single designated spot (school parking lot, Church, Municipal Building, etc.) for the meals to be dropped at and picked up by the student or their family member.
2. Assign a staff member to meet the Karson Food truck at a time that corresponds with the schools normal delivery time.
3. Karson Foods will drop at the designated spot a compliant, grab and go cold lunch with the sandwich, fruit, and vegetable all wrapped together as one component. The milk will come in a milk crate and will be packed separately. If breakfast is also being offered, that will be picked up with the lunch, and will be for the next days' consumption, just like our service now. The breakfast will also be a compliant breakfast, with all the items wrapped as one component, with the milk packed separately.

As your food service provider, we at Karson Food Service, Inc. understand the challenges that you will face should your school be forced to close, and we will do everything we can to help you get through this difficult time.

Sincerely,

Bob Kardane

Appendix B.

Absentee Questionnaire for COVID-19

This form is to be completed by office staff if/when he/she receives a phone call for illness-related reasons. This information is to be forwarded to the school nurse for informational purposes only.

Student Name: _____ Grade: _____ Date: _____

Does your child: Yes No

- | | | |
|---|-----------------------------|-------|
| 1. have a fever | _____ (Temperature: _____) | _____ |
| 2. have a cough | _____ | _____ |
| 3. shortness of breath | _____ | _____ |
| 4. under care of doctor | _____ | _____ |
| 5. travelled out of the country | _____ | _____ |
| 6. contact with people
who traveled out of country | _____ | _____ |

Please forward to the school nurse on a daily basis after taking attendance by 11am.

Appendix C.

Daily Pandemic Census Log

School _____ Date _____ Patient Category: Staff _____ Student _____

Use this form to log student absences.

Name	Symptoms	Absent: Yes/No
TOTALS		

Appendix D.

STEMCivics
Weekly Pandemic Census

When 15 percent or more of the school student and/or staff population is absent due to pandemic related symptoms, use this form to report weekly to Mercer County Health Services Public Health Division's Communicable Disease Programs.

Name of School _____ Phone Number _____ Week
Ending _____

K-8th _____

City: _____ School District: STEMCivics

Reporting Individual _____ Phone _____

Students

Number of students absent with flu-like illness this week _____

Total number of students enrolled in your school _____

ADA for the week _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness this week _____

Total number of staff/faculty employed in your school _____

Assistance Needed/Comments:

***For Administrative Use Only**

