



**STEM Civics** *STEMCivics Charter School*

## EMERGENCY HEALTH CLOSURE PLAN 2023-2024

The following document provides guidance for the STEMCivics 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 opportunities 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.

If an employee 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.

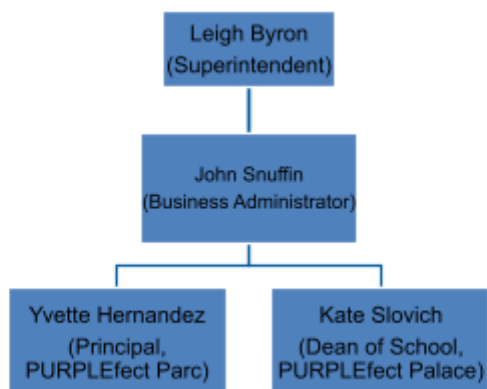
If the employee can establish that such was the case, the employee's deviations from the policy or rule will be excused.

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

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

## CHAIN OF COMMAND

Leigh Byron, founder, 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/or School Messenger.

## 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. Credit recovery will be available on Saturdays during the school year for core courses.**

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

Loaner chromebooks are available upon request. Parents must sign an electronic consent form to borrow a chromebook. Students without internet access will be provided with individual assistance.

### Instructional Plan

- Students will follow the 180-day school calendar
- 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 4 hours
- If students need face-to-face instruction or assistance, teachers can utilize Google Meet to set up as classes which will allow teachers can answer questions and clarify to the whole class or individuals
- Teachers will be available during the regularly scheduled school day
  - Middle School: 7:55 AM-2:23PM (Google Meet meetings from 7:50-8AM)
  - High School: 7:30AM-2:34PM (Google Hangout meeting from 7:30-7:40 AM)
- Weekly Grading
  - High School: Grades need to be updated every Friday by 2:30PM
  - Middle School: Grades need to be updated every Friday by 2:30PM
- Teachers will continuously assess students' growth rate against the curriculum
- 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 are 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/or email by the teacher or dean 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.

### **Lesson Planning Time Breakdown**

- 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 provides evidence of completing the objective

### **Online Learning Lesson Plan Format**

Objective:

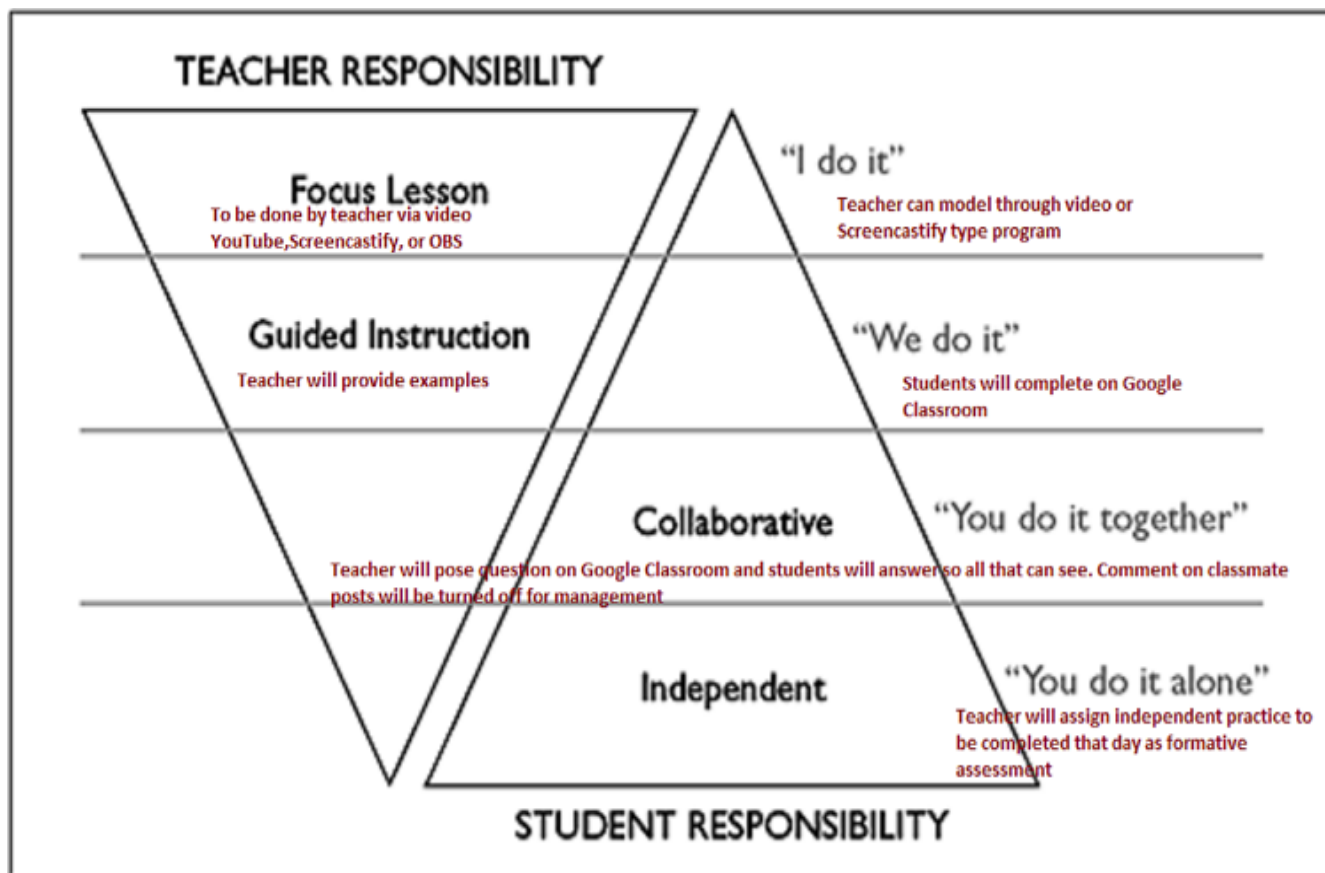
Link(s) to Video/Article:

Questions to Check for Understanding:

Assignment:

NJSLS:

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



**Resources For Teachers**

CK12.org offers a variety of subjects- Feel free to use the links below

Subject	These links are live and contain Flex E Text Books All have ability to be uploaded to Google Classroom
Math by Level	<a href="#">Grade 8 Algebra I Geometry Algebra II PreCalculus</a> , IXL, Go Math <a href="https://phet.colorado.edu/en/simulations/category/new">https://phet.colorado.edu/en/simulations/category/new</a>
Math by Subject	<a href="#">Arithmetic Measurement Algebra Geometry Probability</a>

	<b>Statistics Trigonometry Analysis Calculus</b>
<b>Science</b>	<b>Earth Science Life Science Physical Science Biology Chemistry Physics, IXL, Gizmos</b> <a href="https://phet.colorado.edu/en/simulations/category/new">https://phet.colorado.edu/en/simulations/category/new</a>
<b>English</b>	<b>Writing</b> <a href="https://commonlit.org">https://commonlit.org</a> <a href="https://newsela.com">https://newsela.com</a> <a href="https://artsandculture.google.com/">https://artsandculture.google.com/</a> <a href="https://savvasrealize.com/#/">https://savvasrealize.com/#/</a> , IXL
<b>Social Studies</b>	<b>Economics Geography Government History Philosophy Sociology, IXL</b> <a href="https://artsandculture.google.com/">https://artsandculture.google.com/</a>
<b>PE/ Health</b>	<b>Health, Teacher Pay Teachers</b>
<b>Engineering</b>	<b>Engineering, Project Lead the Way</b> <a href="https://phet.colorado.edu/en/simulations/category/new">https://phet.colorado.edu/en/simulations/category/new</a>
<b>Physics</b>	<a href="https://www.khanacademy.org/science/physics">https://www.khanacademy.org/science/physics</a> <b>NOVA interactive site</b> <a href="https://www.pbslearningmedia.org/">https://www.pbslearningmedia.org/</a> <a href="https://phet.colorado.edu/en/simulations/category/new">https://phet.colorado.edu/en/simulations/category/new</a>
<b>ELL</b>	<a href="https://americanenglish.state.gov/resources">https://americanenglish.state.gov/resources</a> , <a href="https://www.englishmedialab.com/">https://www.englishmedialab.com/</a> , <a href="https://www.englishmedialab.com/">https://www.englishmedialab.com/</a>

### 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](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/19Lth2WB8GcklAdlZxqA0p3WVJz2l\\_qtrBwP8nevKynM/edit#slide=id.g7b57d2cdb5\\_0\\_20](https://docs.google.com/presentation/d/19Lth2WB8GcklAdlZxqA0p3WVJz2l_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

- Special education teachers will continue to provide services virtually in compliance with individual education plans
- IEP meetings will be conducted virtually or in-person depending on the circumstances
- General education teachers must provide video lessons to SPED teachers a day in advance so SPED teachers can modify and upload modified videos to Google Classroom
- SPED teachers should establish office hours for online video conferences with their students and an administrator will be included on the invitation for these conferences
- Students with IEPs will be entitled to access to online instruction synchronously and asynchronously
- Parents can have the option to pick-up copies of their student's tasks if a hard copy is preferred.
- The SPED coordinator will ensure that counselors, deans and case managers will check in with students, teachers and parents weekly to ensure that students are making progress and are receiving accommodations and modifications
- IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities will be held remotely, when possible
- Students with IEPs will be encouraged to attend evening online tutoring sessions for additional small group and/or one-on-one support
- Accelerated, dual-enrollment, and honors courses will continue synchronously/

## ELL PROGRAM

- ELLs will be encouraged to attend evening online tutoring sessions for additional small group and/or one-on-one support
- Bilingual tutors are embedded in online classrooms and are available for parent meetings and ongoing support/family outreach
- The sheltered instruction ELL classes will continue synchronously via Google Meet and WIDA will be administered, when possible
- Closed captioning in Spanish is available for Google Meet sessions
- All staff will receive training on working with the ELL population during All Staff Orientation

## 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.
- Sports are continuing and will follow the guidance of the Mercer County Health Department and the Burlington County Athletic League for future closures
- Before and after care is not provided by the district and will not be offered during remote learning
- To the extent possible, community partnerships and programming will continue virtually, including Liberty Science Center, radio show and guest speakers and 21st century learning programs such as robotics.

## ATTENDANCE

- Per the most recently released guidance document:

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.

## COUNSELING SERVICES

***Counseling- They take insurance and will work on a sliding scale.***

### **1. Perform Care**

(877) 652-7624

300 Horizon Dr. Suite 306, Trenton, NJ 08691

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

### **2. Princeton House Behavioral Health**

609-497-3300

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

### **3. Millhill Child and Family Development**

609-989-7333

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

***Physical Therapy - Insurance***

**1. RWJ Rehabilitation Hamilton**

3100 Quakerbridge Road

Hamilton, NJ 08619

(609) 584-6640

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

**2. 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**

**1. RWJ Rehabilitation Hamilton**

3100 Quakerbridge Road

Hamilton, NJ 08619

(609) 584-6640

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

**2. 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**

### **1. RWJ Rehabilitation Hamilton**

3100 Quakerbridge Road

Hamilton, NJ 08619

(609) 584-6640

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

### **2. 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 STEMCivics students receive free or reduced lunch. In order to continue to provide this service, the schools will provide weekly breakfast and lunch pick-up at the following locations between 10:30am-12pm on Mondays:

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

STEMCivics 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 STEMCivics representative will be available each day to distribute and track the breakfast and lunch distribution.

## BUILDING MAINTENANCE

The maintenance supervisor will remain on site during closure to ensure proper building oversight. The building supervisor will report to the head of school any issues or concerns related to the physical plant.

## TITLE I

The school's Title I services related to evening tutoring and Saturday school will continue synchronously during remote learning.

## STAFFING

The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.

### Staff On-Call Schedule (subject to change)

*First name*

	<i>High School</i>		<i>Middle</i>
<b>Monday</b>	<b>Kate Slovich Jalyssa Romero</b>		<b>Yvette Hernandez Jeffrey Weissman</b>
<b>Tuesday</b>	<b>Cheryl Brown</b>		<b>Marianna Spathara Camryn Bach Gabby Ayala</b>
<b>Wednesday</b>	<b>Luca Fortunato</b>		<b>Yuleah Owens Na'Zaya Treadwell Nia Driver</b>
<b>Thursday</b>	<b>Phyllis Oliver Jodi Gerver</b>		<b>Jeffrey Weissman Alexis Matejka Dariannys Santana</b>
<b>Friday</b>	<b>Ryan Robbins Kamya Fox</b>		<b>Yvette Hernandez Jeffrey Weissman</b>

*is primary.*

*Second name is  
backup.*

## FINANCIALS

STEMCivics 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 STEMCivics 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

STEMCivics 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
- High-touch surfaces are cleaned with bleach and/or Lysol each night
- Wipes, hand sanitizer and/or Lysol spray has been distributed to all classrooms
- Hand sanitizer has been placed in common areas
- Hand washing posters are displayed in all bathrooms and common areas
- Computers are wiped down throughout the day
- Staggered arrival and dismissal times at the high school limit the number of students in the building at one time in the event of a shift to hybrid learning

## 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