

**The Newmark School and
Newmark High School
“Home Instruction”
Health-related School Closure
Preparedness Plan**

Revised July 15, 2023
Approved by Board of Directors, July 19, 2023

Introduction

The Newmark School and Newmark High School, in compliance with the executive order issued by New Jersey Governor Murphy in April 2020, recognize the importance of continuing to educate students during a public-health related closure. While we understand it might not be possible to operate fully in our traditional school model, this health-related school closing preparedness plan will assist The Newmark School and Newmark High School in continuing to provide all of our students with a high-quality education while fulfilling their IEP needs for as long as needed.

In the event that the state opts to transition from in-person to virtual instruction due to public health and/or safety conditions we are to prepare for staff, students and families to transition smoothly. Our staff has been provided with school devices. Students and their families may complete an acceptable use agreement, which enables students to bring home a school device in the event that a home device is not available. The staff utilizes Schoology as our primary Learning Management System (LMS), with embedded connectivity to Microsoft Teams meetings and other learning platforms. Schoology is utilized during daily instruction to provide an improved learning experience within the classroom as well as prepare to prepare staff and students for a potential transition to virtual instruction. Schoology provide staff, students and their families a singular location for assignments, communications, resources and live instruction. If students, staff or families encounter issues with their device, internet capabilities or the LMS, they can submit their issues/concerns to remote@newmarkeducation.com.

Purpose

This health-related school closing preparedness plan provides guidance to The Newmark School and Newmark High School staff and stakeholders and serves as the plan for maintaining essential academic and related services functions and programs during a mandated school closure. It does not replace or supersede any laws or policies; is guided by state law for “home instruction, found in **N.J.A.C. 6A:16-10.1** – “*Home or out-of-school instruction due to a temporary or chronic health condition;*” simply serves as a guideline to address continuity of operations of the school, and is aligned to the requirements set forth by the New Jersey Department of Education (NJDOE) specific to health-related school closures.

Those requirements include:

1. Written directive/approval from DOH or Local health Agency ordering closure;
2. Equitable access to services for all students;
3. Address provision of appropriate education for Special Education students;
and
4. Provision of school nutrition benefits for eligible students.

Equitable Access to Instruction Plan

The Newmark School and Newmark High School will continue to address the learning needs of all students. All students will have access to a school device if needed for virtual instruction. Families without internet access can request hot-spot assistance from the administration. Students may also have textbooks, workbooks and other course materials distributed by their teachers, and will have online access to subject content materials through Schoology. In addition to Schoology, other instructional technology resources may include:

- Discovery Education
- Learning Ally
- Kami
- Subject specific digital resources

The Newmark School and Newmark High School will continue to implement the NWEA MAPs assessment three times per academic year as a means of measuring student growth and learning in a virtual or remote instruction environment.

Essential Functions

In the event of remote instruction, the essential functions of the school will continue and the building will remain open and operational. Details on those functions can be found below. It is expected that the building remains operational and open for staff. Essential staff will have a staggered work schedule and are both on site and remote. Daily attendance is documented for all staff whether working remotely or onsite and work logs are submitted weekly for non- educational staff members who don't have direct contact with students in the classroom setting. Essential Staff are expected to be on site working.

Students will continue to receive related services (counseling, OT, Speech and Language) while we use remote learning. All students who receive a Free or Reduced Breakfast and lunch will continue to do so. Parents will pick up items at school. Delivery can be arranged as needed.

All staff continue with their regular schedule to keep our routine as much the same as possible. Students interact with their teachers every class period. Staff will have scheduled times they can enter the building if additional student materials are needed. These materials will either be mailed, dropped off to students at home or picked up by parents. All students have equitable access to their materials and learning, and any needs they may have.

The instructional modifications and accommodations we are supplying for grades K-12 include pre-teaching vocabulary, allowing typed rather than handwritten responses, access to electronic text (e.g. downloaded books), extra time for task completion, modified assignments, teacher modeling, consistent daily routines, refocusing/redirecting, breaking down tasks into manageable units, providing benchmarks for long-term assignments and/or projects, providing a highly structured predictable learning environment, using interests to increase motivation, frequently checking for understanding, providing oral and written directions, simplifying/repeating directions, modifying pace of instruction to allow for additional processing time, providing guided instruction and providing small group and individual instruction as needed. In addition to the listed accommodations and modifications, middle and high school students are provided use of a calculator. Teachers collect all classroom data in terms of attendance, participation, assignment completion, test grades and fill the gaps as needed. In order to do this, teachers and /or paraprofessionals work with students one on one through the Schoology platform and Microsoft Teams meetings and work after school hours to make sure students understand the materials.

Teachers and related service providers are instructing students live during class time and are also available throughout school hours to provide individual support via phone or video call. Teachers and related service providers are expected to adjust instructional delivery and/or materials as needed, based on their assessment of student engagement and understanding. Students have access to all student online subscriptions, including programs that are tailored to individual student ability and current level of achievement, such as the Lexia reading program and Edmentum Exact Path. Learning Ally is another online subscription to highlight as it offers features to accommodate for learning disabilities and dyslexia. The platform that we use for instruction, Schoology, also offers various accommodations and modifications through Microsoft OneNote in which teachers are expected to implement. Microsoft Teams facilitates teacher implementation of small group and individual instruction, visual modeling, and live instruction (i.e. repeated directions, rephrased directions, broken down tasks). Microsoft OneNote provides visual accommodations and modifications via Immersive Reader and provides the opportunity for teacher modeling. Prior to the start of remote instruction, high school and middle school students were sent home with their organizational binders. These binders aid in organization and management of academic materials and assignments.

Attendance for students is taken both daily and for every class period. Parents are encouraged to utilize the absence@newmarkeducation.com email as they would if instruction were on site. The school nurse makes daily phone calls to parents if their child is absent. All absences and reasons are documented and if follow up is required by the counselor, administrator or district child study team, all are notified. Teachers will discuss absences and lack of engagement in virtual lessons during weekly parent phone calls. Teachers will also notify counselors and school administrators of consistent absences or lack of engagement in virtual classes.

The marking period grading scale will remain the same:

- Teachers communicate weekly with parents alerting them to missing work or lack of engagement.

Newmark's behavior point system is implemented as it would be in onsite instruction. The system is digital so teachers have access remotely. Providing this system keeps Newmark in compliance with the student's behavioral component of the IEP. Specific students also have additional behavior plans if struggling in remote learning.

Afterschool events and lunchtime social groups are created so students get connected to one another and are not as socially isolated because of the Stay at Home order. Mainstay school events are being held virtually (Field Day, Award Assembly, Art Show, Graduation).

ELL and Bilingual Needs Plan

The Newmark School and Newmark High School do not currently have students in these categories. In the event that a student is accepted in our program that requires additional resources for ELL or Bilingual instruction, this plan will be modified.

Transportation Procedures

The Newmark School and Newmark High School will ensure the safe and efficient arrival and dismissal of students when transitioning from remote to in-person instruction. All transportation guidelines are subject to change in response to county health department guidance.

A. Social Distancing Guidelines:

1. Bus drivers, aids and students will adhere to current social distancing and mask wearing guidelines as provided by the county health department.
2. All buses will be cleaned and sanitized regularly.

B. Procedures:

1. Every bus will be issued a number that must be displayed upon arrival and dismissal.
2. Newmark Transportation Supervisor will assist students on and off the bus. Students are not permitted to exit their bus until the staff member motions them to do so.
3. Students will undergo temperature and wellness checks as required by the county health department before entering the school building. Upon entering the building, all students must sanitize their hands before heading to class.

Other Considerations

- A. The Newmark School and Newmark High School offer differentiated instruction for all students. As such, students that required accelerated learning opportunities will

participate in lessons provided by staff on their learning level.

- B. Counseling and related services will be provided as determined by the IEP for each student. Additionally, counselors and administrators are available to interact with students through the virtual platform to help assess social and emotional well-being.
- C. At this time, The Newmark School and Newmark High School do not currently have students that would be entitled to Title 1 Extended Learning programs. In the event that a student is accepted in our program that requires this type of programming, this plan will be modified.
- D. At this time, The Newmark School and Newmark High School do not currently have students that would be entitled to additional learning resources for 21st Century Community Learning Center programs. In the event that a student is accepted in our program that requires this type of programming, this plan will be modified.
- E. Due to the nature of our students' diagnosed disabilities, The Newmark School and Newmark High School do not offer credit recovery programs. Instruction is differentiated to meet the needs of the students at their learning levels.
- F. Afterschool events, clubs and lunchtime social groups will be created so students get connected to one another and are not socially isolated during virtual learning.
- G. In the event that staff, students and/or families need to enter the building during virtual or remote instruction, hand sanitizing stations will be available at the entrance doors, throughout the building, and in each classroom. Staff will sanitize common areas routinely, and wipe down student desks throughout the day. Social distancing guidelines will be followed as mandated by the local health department. Please see the **Transportation Procedures** and **Facilities and Operations** sections for more information.
- H. After school clubs will continue to be held remotely via Microsoft Teams meetings.
- I. There is currently no plan to provide childcare.
- J. Informational emails and videos will be sent to staff, students and families by the administration. Copies of all sent messages are posted to the school website.

Essential Employees

The Newmark School and Newmark High School maintain a current list of all essential employees and will provide that to the county health department as needed.

Virtual Learning Implementation Plan

The Newmark School and Newmark High School administration will make the decision to close the school and transition to virtual instruction following all state and county health department guidelines. When that occurs, the following items will be addressed.

1. A letter will be mailed/emailed to all families and stakeholders advising of the transition and start date. Final preparations with students will be

conducted: handing out any remaining laptops, handing out supplemental paper materials packets, answering student questions, discussing student expectations with students, and connecting with parents.

- a. A letter will also be sent to all families and stakeholders regarding instructions for remote learning, support for remote learning, and guidance.
 - b. The school's website will be updated with pages of information, guidance, instructions, contacts, and updates for home instruction.
 - c. Remote Learning plan will be shared with the Union County Superintendent of School's Office.
2. The Newmark School and Newmark High School will use all available communication tools to provide employees and the community with information and updates. This includes:
 - Emails;
 - Social Media;
 - Updates to the designated webpage;
 - District and building-level meetings.
 - Weekly Staff Meetings
 - Weekly Parent Phone Calls
 3. Continuation of School Closure per Governor's Orders:
 - a. Parents and Child Study team Members will be sent a weekly email alerting them of any updates/changes to the Governor's orders including school closing for the remainder of the year. All updates will also be posted on the school's website at www.newmarkeducation.com. Parents will also be notified of all school events via weekly emails and given instructional and mental health information weekly as well.

Staff Expectations (all levels, all grades, all subjects)

Classroom Teachers, Instructional Paraprofessionals and Related Service providers:

1. Every teacher, instructional paraprofessional and related service provider is responsible to support students assigned to them for the school year.
 2. Staff monitors their school issued email account and respond as appropriate to parent emails within 24 hours.
 3. ALL Staff hours are the same contractual hours when onsite or remote. Student instructional hours are as follows:
 - Teachers provide LIVE remote instruction to ALL students via Microsoft Teams
 - Teachers follow their regular daily schedule as if they were in school and all classes continue for the same time period as stated in the student's IEP
- The Newmark School (K-8) 9:00AM- 2:20PM

- ALL students via Microsoft Teams
 - Teachers follow their regular daily schedule as if they were in school and all classes continue for the same time period as stated in the student's IEP
4. Staff collaborate with building administration and grade/subject-level colleagues as needed for support and consistency throughout K-12.
 5. In the event Newmark must go fully remote:
 - Teachers and related service providers will continue to prepare lesson plans which can be accessed via technology
 6. ALL related service providers are providing therapies via Microsoft Teams and are LIVE with the students.
 - Related service providers have prepared resources and materials for students to take home immediately in the event the school goes fully remote.

Administrator Expectations

1. Provide families with necessary support, materials, and instruction to coordinate remote learning and also provide emotional support as needed.
2. Continually review ongoing instructional opportunities being provided, both electronic as well as traditional for students.
3. Continually review daily staff to student interactions via email notifications, LIVE Teams calls, and onsite formal/informal observations & meetings as appropriate.
4. Continually review daily staff to parent interactions via email notifications and staff/parent weekly phone calls.
5. Continually communicate (phone, email, social media, webpage) with families of students.
6. Continually respond to parent inquiries, emails, and any correspondence in supporting the education, social/emotional aspects of our students.
7. Continually update sending school districts on their Newmark student's progress via phone calls and weekly email communication.
8. Continually review ongoing scope of work and responsibilities for all non-certified staff.
9. Continually review ongoing scope of work and responsibilities for all custodial functions.
10. Develop a "rescheduling" plan for all school related activities that can be held virtually (student socials, field day, award assembly).
11. Review with content area supervisors all student data information both formative and summative in order to develop a cohesive approach to re-entry upon return for students.
12. Monitor Staff Attendance and remote staff work logs.
13. Monitor student attendance and follow up as needed.

Special Education Services

1. **IEPs**- The expectation is that school district CST teams will continue to develop IEPs; write reports; plan for next year. Newmark will participate in all IEP meetings virtually and provide necessary updates on student progress.
2. **Annual Reviews/Re-evaluations**- Will be held as scheduled or rescheduled if necessary. Timelines should be considered and extended as necessary.
3. The method we use to document IEP implementation is progress track in Frontline. Teacher and related service providers track student progress during classes and sessions, respectively. Data collected on student progress will be reflected in the PLAFFP that is presented within the IEP at the student's annual review meeting.

Facilities and Operations

Facility staff are in daily and taking appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:

1. Filing of soap and hand sanitizer dispensers
2. Ensuring all paper towel holders are filled and functioning at all times;
3. Sweeping and wet mopping all floors;
4. Vacuuming rugs;
5. Deep cleaning in all areas of the school building;
6. Setting up all annual facility inspections
7. Monitoring water fountains, sinks, toilets and flushing and using daily;
8. Maintaining outside property;
9. Maintaining all boiler, AC and ventilation functions; serving with provider as needed;
10. Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
11. Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
12. Cleaning and sanitizing cafeterias - tables, chairs, food lines; and vents
13. Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.
14. Continue monitoring building systems as needed.

The Newmark School and Newmark High School

1000 Cellar Avenue, Scotch Plains, New Jersey
908-753-0330 / www.newmarkeducation.com

Executive Director – Dr. Regina M. Peter rpeter@newmarkeducaiton.com C: 908-705-7710
Executive Director – Ms. Cynthia Allman callman@newmarkeducation.com C: 908-705-7711
Principal – Ms. Gina Borea gborea@newmarkeducation.com C: 908-392-1352

Demographic Profile

Student Population	Special Education, all students have IEPs
Newmark School Population	90 students
Newmark High School Population	75 students
Newmark School (K-8) Free/Reduced Eligible	2
Newmark High School Free/Reduced Eligible	5
# Districts Served	50

Remote Instruction for School Year and ESY

Plan	<ol style="list-style-type: none"> 1. Flexible learning opportunities will be delivered for Elementary and High School students 2. Teachers and Related Service providers will continue to prepare lesson plans which can be accessed via technology 3. All instruction will be differentiated in order to meet the needs of ALL of our students and in accordance with all IEPs. <ul style="list-style-type: none"> -Microsoft Teams is the primary platform for instructional delivery. Microsoft OneNote is also being utilized, including the use of Immersive Reader. -Teachers and related service providers are expected to have their face visible during lessons on Microsoft Teams -Teachers and related service providers are expected to share their screens with students to provide a visual model along with verbal explanation or directions -Teachers are expected to break classes into small groups when appropriate to provide enhanced instructional support -Teachers are expected to differentiate to meet student IEPs and/or other needs to ensure that all students have access to learning. This includes differentiation instructional delivery (verbal, visual, modeling), product (providing flexibility and choices), and process (materials, prompt feedback, frequently checking for understanding). 4. Students will be able to turn in assignments online throughout the school closure period. 5. All IEP services are being continued without interruption according to our school day operational cycle. 6. All information and instructions necessary to conduct home instruction is being made available to all parents of students 7. All staff are being supervised by the administration and meeting with administration for progress updates on a regular set schedule via online technology, phone, and email
------	---

Continuity of Operations for School Year	
School Services	<ol style="list-style-type: none">1. Administration will be working daily2. Payroll will continue on schedule3. District services: IEP meetings, etc. will continue online or be rescheduled when possible4. Free/Reduced Lunches service continued5. School Nurse will make attendance calls and have regular contact with parents for family illness and health department contact.

Support for Staff for School Year and ESY	
Administrative	<ol style="list-style-type: none"> 1. Director(s) and Principal will be available by cell, email, text for all staff 24/7 for support of all school personnel 2. Director(s)- Dr. Regina M. Peter rpeter@newmarkeducation.com C-908-705-7710 Cynthia Allman callman@newmarkeducation.com C 908-705-7711 3. Principal- Gina Borea gborea@newmarkeducation.com C-908-392-1352
Technical	<p>Technical Department personnel will be onsite and when working remotely be accessible via cell, email, and text for any technical support needed by staff, students or families at remote@newmarkeducation.com</p>
All Staff	<ol style="list-style-type: none"> 1. Leadership team will hold regular (scheduled) staff meetings every Monday at 2:30PM to monitor progress and provide support. All meetings will be held through Microsoft teams and attendance will be taken.
Related Services Staff (OT, Counselors, S&L)	<ol style="list-style-type: none"> 1. Principal will hold regular (scheduled) group meetings with OT, Counselors, and Speech & Language staff weekly. Daily student counseling updates will be submitted. Meetings will monitor progress and provide support. 2. Counseling Team holds daily meetings and updates leadership team with any issues. 3. All Related Services Staff contact parents regularly with updates.
School Staff Support	<ol style="list-style-type: none"> 1. Director(s) and Principal of school will be available to all staff 24 hours per day via cell, text, and email for emergencies, questions, and support. 2. All non-teaching support staff will submit daily work logs to Director(s) for approval.
Parent Support	<ol style="list-style-type: none"> 1. Instructions for “remote instruction” made available for parents 2. Expectations for “remote instruction” of parents made available 3. Information for “remote instruction” available on school website 4. Director and Principal of school will be available to all parents each workday and weekends via cell, text, and email for emergencies, questions, and support. 5. Communication with parents is continuous. Three emails are sent to parents weekly, including: school updates, mental health tips, life skill tips, ESY information, remote learning updates, and COVID-19 updates. Our website includes resources for parents, including: CDC facts, mental health support/resources, how to cope with the loss of proms and graduations, talking to your kids about coronavirus, and Microsoft’s family learning center. 6. Homeroom teachers call parents weekly to answer questions and provide an update on their child’s progress with remote learning.

Materials Needed for “Remote Instruction” for School Year	
Teachers	Laptops Lesson Plans Microsoft Teams All school-sponsored learning subscriptions Teaching Materials
Students	Laptops Learning packets (paperwork and books) Adaptive materials and assignments Access to all student online subscriptions

Class Schedules-Daily	
Newmark School (K-8)	Daily school schedule including specials, lunch, recess and following core academic schedules (8:45AM- 1:50PM). At 1:50Pm teachers are available for individual assistance.
Newmark High School	Daily school schedule including specials, lunch, break and following core academic schedules (8:30AM- 1:15PM). At 1:15PM teachers are available for individual assistance.
Related Services	Individual and small group schedules from 8:30AM – 3PM based on student schedule.
Instructional Delivery for School Year and ESY	
Teachers & Assistants	<p>Teachers submit lesson plans and hold on-line classes each day and take attendance for each class entering same into spreadsheet. They will deliver instruction, answer questions, and conduct the following activities, as well as be available for student needs.</p> <ul style="list-style-type: none"> Direct Instruction Access to lesson documents, Guided Practice Formative Feedback Group discussion of learning task progress via Teams Classroom Feedback and evaluation by teacher Self-assessment with a rubric Review of all work by teacher to complete outstanding assignments Teachers’ “Office Hours”
OT, Counselors, Speech & Language	<ol style="list-style-type: none"> 1. OT, Counselors, S&L will continue their respective scheduled services. They take attendance daily in their logs and complete sessions notes and SEMI reports. Absences will be followed up by contact with a parent. Services will be provided via paper assignments, projects, manipulatives, phone calls, and Microsoft teams.
On-line technology being used	<ul style="list-style-type: none"> Schoology Microsoft Teams Class Notebook All student online subscriptions
Paper resources being used	<ul style="list-style-type: none"> Handouts, books, textbooks, worksheets, etc.
Non-WIFI Homes	<ol style="list-style-type: none"> 1. 1 student 2. WIFI hotspot made available to that student 3. Paper resources and materials packet made available for home instruction

Lesson Plans	<ol style="list-style-type: none"> 1. Each teacher will create daily lesson plans following the same procedures currently in place (OneNote Notebooks, submitted each Monday by 9:00 AM) 2. Plans include on-line classes being held each day 3. Plans include on-line classes with 30-60 minutes of instruction (interaction) per class as per daily schedule 4. All lesson plans meet the IEP needs of each student
Technical Support for Students & Families	<ol style="list-style-type: none"> 1. Technical staff have the ability to access computers remotely for more extensive assistance. 2. Specific email for tech support. remote@newmarkeducation.com 3. Additional technical materials will be made available for pick-up and/or delivered to families.
Student Attendance	<ol style="list-style-type: none"> 1. Teachers will take attendance for each class each day and enter it into attendance tracker 2. If students show patterns of absence or are not attending classes, contact will be made with parents as follow up by counselors and/or administration. If attendance patterns are habitual the sending district Case manager will be notified, and a plan will be reviewed for improvement.
Communication with Stakeholders	
Overall Communication	<ol style="list-style-type: none"> 1. Administration calls with Union County Education and Health Departments 2. Administration calls, email with sending districts 3. The Newmark School and Newmark High School Website www.newmarkeducation.com 4. Twitter & Instagram 5. Facebook 6. All staff have access to their emails daily 7. Remote meetings via Microsoft teams
Sending Districts	<ol style="list-style-type: none"> 1. Director and Principal of school will be available to case managers of sending districts during each workday via cell, text, and email for emergencies, questions, and support. 2. Updates and information on school closing and status will be posted on school website. 3. Weekly emails are sent to ALL districts updating on learning plans and status.
Parents	<ol style="list-style-type: none"> 1. Director and Principal of school will be available to all parents each workday and weekends via cell, text, and email for emergencies, questions, and support.
IEPs Evaluation Meetings Eligibility Meetings Re-evaluation Meetings	<ol style="list-style-type: none"> 1. All scheduled meetings will be held via on-line communication platforms and/or conference calls. 2. All meetings needing rescheduling will be rescheduled for as soon as possible and when all parties can meet.