

Camden County Pine Hill School District COVID-19 Preparedness Plan

DISTRICT NAME: Pine Hill School District

DISTRICT CONTACT: Dr. Kenneth Koczur, Superintendent

DISTRICT DEMOGRAPHIC PROFILE:

Total Population: 1887

3.8 % Preschool

3.4 % homeless

60% Low Socioeconomic (LSE)

21.5% Students with Disabilities

3.1% ELLs

Essential Employees (list all): All essential employees will act in accordance with their supervisory roles as to the management of continuity of staff and program throughout changes as decisions are made. Other assignments as warranted by the uniqueness of the COVID -19 situation may be made at the direction of the Superintendent.

Superintendent Kenneth Koczur

Business Administrator Deborah Piccirillo

Director of Curriculum and Instruction/School Safety Specialist Heidi Daunoras

Facilities Director Greg Sawyer

Specific Maintenance Staff as directed by the Facilities Director:

6 maintenance and 1 custodial Monday. 5 maintenance and 2 custodial Tuesday. 2 maintenance and 1 custodial Wednesday and Thursday. 2 maintenance and 2 custodial Friday.

Technology Staff (2)

Food Service Director Kathy Ginn

Specific Food Service Staff as directed by the Food Service Director

Staffing Considerations when schools reopen:

The district will determine whether staff will be required to report to the school building and/or work from home based upon the following:

1. executive orders
2. direction from the
 - a. prosecutor's office
 - b. department of education
 - c. board of health
 - d. contractual requirements and capacity.
 - e. Board solicitor
 - f. Insurance carrier
3. Due to social distancing, students may be required to stay home, while staff are required to report to the building to continue to provide services.
4. The district may consider whether teachers can bring their own kids in the building if childcare is a concern for the staff member due to school/daycare closings.
5. The district will consult with the Board of Health if a staff member brings in a doctor's note indicating that they are possibly infected or have a presumptive positive or confirmation.
6. In cases where teachers are actually sick and not able to interact with students remotely or prepare assignments, the district will develop substitute teacher plans.

County Remote Learning Environment

The district defines a "remote learning environment" as an environment for learning outside of the school building that consists of a *minimum* of 10 hours of remote learning per week (instruction and/or learning opportunities) where students will have electronic access to teachers. Under this learning method, all instruction will be developmentally appropriate

Alternatives to Remote Learning

Should the district determine that remote learning is not appropriate for the students it serves, the following may be considered:

1. Providing paper packets of materials
2. Giving paper packets and links to online resources for students in grades K-5.
3. Giving electronic assignments, but paper copies of the assignments to students in grades 6-12 (to those that do not have online access)

Accommodations for Vulnerable Populations

The district is committed to ensuring that it considers all vulnerable populations within the district who may require special considerations to address issues of equity and access.

Special Education

The district will consider (under the guidance of state/county) bringing students into the school to allow for related services (PT, OT, Counseling and Speech) to be delivered per the intent of the IEP. This may include 1:1 delivery of services as well as small groups. In the meantime, the district has followed the guidance on implementing tele-therapy for related services as well as will continue to send home relevant material to support all related services.

The special education teachers will continue to collect necessary educational data relevant to the monitoring of student progress towards IEP goals and objectives and will continue to share all progress towards IEP goals with parents and guardians, both formally and informally. In addition special education teachers will use collected data to modify and adjust the delivery of instruction as well as any necessary changes to the IEP, including any changes to modifications. Strategies to help support continued student growth will continue to be shared with parents and guardians. Data collected will also be used to help in the determination of compensatory services.

All special education teachers along with Child Study Team case managers will routinely review IEP goals/objectives as well as modifications to ensure the continued appropriateness of the content to help ensure FAPE.

The district will continue with sending home packets containing relevant instructional material to support those students who developmentally who require manipulatives and hands-on material in addition to virtual instruction. Special Education teachers will continue to monitor through means such as *google meet*.

The district will continue to require special education teachers and related service staff to differentiate instruction to meet student needs and the requirements of students' IEPs.

The district will consider using buses to bring certain students to the school to provide special services as required by their IEP (PT, OT and Speech)

The district will review all IEP's to maximize the ability to meet the student's needs.

ELL

ELL- Component 3

The remote learning plan continues to meet the needs of our English Language Learners through virtual learning. ELL teachers have continued instruction via Google Classroom and Google Meets. Push in support has continued during classroom instruction in general and special education classrooms to offer additional support. Sheltered Instruction strategies continue to be implemented into classroom lessons and assignments are modified when necessary to meet the individual needs of each learner. Electronic devices have been provided to allow students equitable instruction and paper packets have been supplied to students when necessary to supplement instruction.

Translation services continue to be provided to ELL students and families. All daily school messages regarding meal services continue to be sent out in multiple languages. Translated materials have continued to be provided to students when necessary. Online programs are also used to allow for translation of class materials. ELL students have been given individualized support to overcome limitations with online access. ELL teachers continue to communicate with ELL families to identify any additional needs to support student learning .

Pine Hill School District details:

Staff hours for Remote Learning will be 9am-1pm.

Administrative staff

All administrative staff will act in accordance with their supervisory roles as to the management of continuity of staff and program throughout changes as decisions are made. Other assignments as warranted by the uniqueness of the COVID -19 situation may be made at the direction of the Superintendent.

Teaching staff

1. Daily Google Form Sign In
 - a. Expected Tasks:

- b. Post Classroom Assignments
- c. Grade Submitted Assignments
- d. Maintain email contact, respond to parents
- e. Make Phone contact with paper packet students - keep phone log
- f. If using google hangout, must have a minimum of two students participate - or record meeting.
- g. Continue family check-ins, positive emails home, communications, class newsletters, etc.

CST staff

1. Daily Google Form Sign In
 - a. Expected Tasks:
 - i. Maintain contact with parents and staff via email and virtual means (communication log kept)
 - ii. Make weekly contact with students under caseload where age appropriate (communication log kept)
 - iii. Conduct CST meetings (annual review, initial and re-eval) through virtual means as well as phone.
 - iv. Conduct evaluations through virtual means when applicable.
 - v. Rainbow App used for team to communicate with parent/guardians

OT/PT/Speech

1. Per county guidelines, related services will continue to be provided through means of tele-therapy and supported materials sent home until such a time as when students may be allowed to enter the building for 1:1 services and or small group
2. OR small groups can be bussed for services pending district need and decisions

Counseling Staff

1. Daily Google Form Sign In
2. Expected Tasks:
 - a. Maintain email contact, respond to parents and staff
 - b. Make Phone contact with Caseload Students - keep phone log
 - c. Google hangout check-ins
 - d. Provide Support and service communications. Connect/coordinate with outside services as appropriate and warranted.

e. Rainbow Ap

Secretaries

1. Rainbow App
2. Same "Office" Hours as teaching staff
3. Admin Provide daily updated information so they can respond to basic questions
4. Relay Call Messages to appropriate staff members

Maintenance and Facilities Staff as directed for health response protocols.

During the time school has been closed and continuing we have had Maintenance Staff on site to assist with all necessary operations. such as food distribution and clean up. The Buildings were clean when we closed so the cleaning has been limited to cleaning up after essential staff. We have generally had 4-8 maintenance and custodial Staff daily. Grounds Staff have been in twice a week to maintain grounds.

We have also continued with maintenance and repair of mechanical systems as well as facilitating outside contractors for things like roof leak repairs and ongoing needed HVAC upgrades that were already started.

All staff and contractors have been instructed to use social distancing protocols and to wear the appropriate masks and gloves.

All maintenance has been provided online training. They are also provided with masks and gloves for their use while onsite.

We have been able to secure adequate supplies for our hand sanitizing stations in all buildings as well as appropriate cleaning and disinfecting materials from our commercial school suppliers. We have also been able to purchase thousands of

disposable masks and gloves for our staff to use as we begin our summer cleaning and building projects which are set to get into full swing June 1st.

Greg Sawyer

Staffing:

What are we doing in Maintenance and Facilities: health protocols in place to keep the building safe

Include training

Note safety online course by staff

How are you maintaining the buildings

Custodial Supplies:

How are we using supplies to keep school clean; ie hand sanitizing stations

Reviewing products such as gloves and masks

Instruction Plan:

The Health and Well-Being of our families is of the utmost priority. Connection and regular check in with students is paramount. Concerns will be communicated to the appropriate supervisors and counseling.

In consideration of the myriad of factors involved in the remote learning environment, including but not limited to age appropriate independent and direct instruction sustainment of attention, the additional stress of the COVID crisis poses on families, and other factors affecting vulnerable populations, Daily Instructional Planning will take into consideration the following research-based time considerations per content/course

Grade Level	Minimum	Maximum	Rec. Length of sustained attention
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PreK	20 minutes	60 minutes	3-5 minutes
K	30 minutes	90 minutes	3-5 minutes
1-2	45 minutes	90 minutes	5-10 minutes
3-5	60 minutes	120 minutes	10-15 minutes
6-8	Per Class Instruction: 15 Minutes Total 90 minutes	Per Class Instruction: 30 Minutes Total 180 minutes	1 subject area or class
9-12	Per Class Instruction: 20 Minutes Total 120 minutes	Per Class Instruction: 45 Minutes Total 270 minutes	1 subject area or class

Pre-School

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| <p>1. General</p> <ul style="list-style-type: none"> a. Because of the age level, all assignments will be in hard copy distributed to families. b. Thematic-based family activities based upon Creative Curriculum learning goals and domains (SEL, Physical, Language and Cognitive Development; Literacy and Mathematics). |
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Elementary Grades K-1

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| <p>1. General: Students with online access will complete assignments through a blended learning model that utilizes Google classroom for teacher plan differentiated and blended learning lessons and activities. Lessons and activities will be a combination of digital/online and traditional print/pen/paper tasks. Digital and online content will make use of current programs such as IXL, ReadyGen, Envisions, Informational Database Subscriptions. Utilization of current programs allows for intervention and enrichment for all students, i.e. ELL, IEP, 504, Gifted and Talented. Students without online access will be provided paper copy work.</p> <p>2. ELA</p> <ul style="list-style-type: none"> a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.) |
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- b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
3. Math
 - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
4. Social Studies
 - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
5. Science
 - a. Short Term: Google Classroom Assignments, Mystery Science Activities (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, Mystery Science Activities, Blended Learning Models, New Instruction
6. Other content areas
 - a. Google Classroom Assignments (Packets for students without internet access.) Social/Emotional work from PE and Counseling Office.
7. Initially, other content area teachers will be assist core content area teachers

Elementary Grades 2-5

1. General: Students with online access will complete assignments through a blended learning model that utilizes Google classroom for teacher plan differentiated and blended learning lessons and activities. Lessons and activities will be a combination of digital/online and traditional print/pen/paper tasks. Digital and online content will make use of current programs such as IXL, ReadyGen, Envisions, Informational Database Subscriptions. Utilization of current programs allows for intervention and enrichment for all students, i.e. ELL, IEP, 504, Gifted and Talented. Students without online access will be provided paper copy work.
2. ELA

- a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
3. Math
- a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
4. Social Studies
- a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
5. Science
- a. Short Term: Google Classroom Assignments, IXL gr. 3-5, Mystery Science Gr. 2 (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
6. Other content areas
- a. Google Classroom Assignments (Packets for students without internet access.) Social/Emotional work from PE and Counseling Office.

Middle School Grades 6-8

1. General: Students with online access will complete assignments through a blended learning model that utilizes Google classroom for teacher plan differentiated and blended learning lessons and activities. Lessons and activities will be a combination of digital/online and traditional print/pen/paper tasks. Digital and online content will make use of current programs such as IXL, ReadyGen, Envisions, Informational Database Subscriptions. Utilization of current programs allows for intervention and enrichment for all students, i.e. ELL, IEP, 504, Gifted and Talented. Students without online access will be provided paper copy work.
2. ELA
 - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)

- b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
- 3. Math
 - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
- 4. Social Studies
 - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
- 5. Science
 - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
- 6. Other content areas
 - a. Google Classroom Assignments (Packets for students without internet access.) Social/Emotional work from PE and Counseling Office.
 - b. Other content areas will plan two weeks of digital friendly activities; those activities not rolled out immediately.
 - c. Initially, other content area teachers will be assisting core content area teachers

High School

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| High School |
| <ul style="list-style-type: none">1. General: Students with online access will complete assignments through a blended learning model that utilizes Google classroom for teacher plan differentiated and blended learning lessons and activities. Lessons and activities will be a combination of digital/online and traditional print/pen/paper tasks. Digital and online content will make use of current programs such as IXL, ReadyGen, Envisions, Informational Database Subscriptions. Utilization of current programs allows for intervention and enrichment for all students, i.e. ELL, IEP, 504, Gifted and Talented. Students without online access will be provided paper copy work.2. ELA |

- a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
3. Math
- a. Short Term: Google Classroom Assignments, IXL, Khan Academy (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
4. Social Studies
- a. Short Term: Google Classroom Assignments, Khan Academy, (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
5. Science
- a. Short Term: Google Classroom Assignments, Khan Academy, (Packets for students without internet access.)
 - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction
6. Other content areas
- a. Google Classroom Assignments, Khan Academy, (Packets for students without internet access.) Social/Emotional work from PE and Counseling Office.
7. Advanced Placement Courses
- a. Short Term: Google Classroom Assignments, Khan Academy, (Packets for students without internet access.) Additional Assignments relating to the AP Curriculum
 - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models, New Instruction

Accommodations of Meals (for students eligible for free and reduced lunch)

As a part of a county-wide agreement, the district affirms that no matter where the students attend school, **students who live in the district community will be fed in-district.** This

includes students in out of district placements, attend districts via school choice, attend private schools or attend another school due to a send/relationship.

Considerations:

All food safety and storage protocols will be facilitated and managed under the direction of Nutri Serve. Social Distancing protocols include drive through pick -up. Food is placed on a distribution table for one family at a time and staff steps away from the table. One family member exits the vehicle to retrieve the meals. Staff wears PPE, tables are wiped down with disinfectant between families.

Pine Hill School District details:

SFA: Nutri Serve

Agreement # 704110

Accommodations of Meals

Beginning Week of 3/16/20

1. Meal Pickup will be available at Overbrook High School, 1200 Turnerville Rd Pine Hill, NJ between the hours of 11am-Noon Mon-Fri
2. The bagged meal will consist of lunch and the following morning's breakfast
3. The meal is for all children ages 0-18

Beginning Week of 3/23/20

4. Meal Pickup will be available at Overbrook High School, 1200 Turnerville Rd and Dr. Albert Bean Elementary School Pine Hill, NJ between the hours of 11am-2pm
5. Distribution will be on Mon. 3/23 (1 day meals) Tues. 3/24 (1 day meals) and Wed. 3/25 (3 days of meals)
6. The bagged meal will consist of lunch and the following morning's breakfast
7. The meal is for all children ages 0-18

Beginning Week of 3/30/20

8. Meal Pickup will be available at Overbrook High School, 1200 Turnerville Rd and Dr. Albert Bean Elementary School Pine Hill, NJ between the hours of 11am-1pm
9. Distribution will be on Mon. (5 day meals) The bagged meal will consist of lunch and the following morning's breakfast.
10. The meal is for all children ages 0-18

Beginning Week of 4/6/20

11. Meal Pickup will be available at Overbrook High School, 1200 Turnerville Rd and Dr. Albert Bean Elementary School Pine Hill, NJ between the hours of 11am-1pm

12. Distribution will be on Mon. (5 day meals) The bagged meal will consist of lunch and the following morning's breakfast
13. The meal is for all children ages 0-18

*Home delivery for meals for those families without access to transportation is coordinated with The Pine Hill Borough Police Department.

Attendance

For the purpose of identifying a student as “present” the district affirms that if a student is being instructed from home.

To the extent possible, the district will try to make sure that at least one teacher has contact with a student every day.

Grading

The district will identify how students will receive “credit” or “grades” for completed work.

Grading policy revisions will adhere to anticipated state statute revisions and flexibility in response to the fluidity of the COVID-19 pandemic. At all times the integrity of student achievement, in particular for the protection of high school credit, will be at the forefront of decision making processes.

Technology

The district conducted a technology survey to assess students' access to devices and capacity to connect to the internet. We will ensure that all students are served in a way that is age appropriate and takes into consideration their various needs.

For students that have a device, but no internet access

The district will partner with Comcast to determine whether additional access can be offered to eligible families.

The district will ensure that students with devices, have devices that are in working order.

1. The district will set up a repair center in a centrally located area and will have technicians available on site by appointment

2. The district will be sending home paper packets for students without a device.
3. *For closure in excess of 10 days, Pine Hill School District will make an attempt to provide a device to the student.*
4. Technology Support:
 - a. Technology service hours are at the Technology Building. Families fill out the form and a technician contacts the family for assistance.
 - b. Hours are M/W/F 9am-12pm and Tues/Th & evenings by appointment only.

Communication Plan to inform community of school shutdown

In the event of a closure, the district will immediately communicate with parents and the community. Some of the options include:

1. Phone blast
2. Letter
3. Announcement on Website
4. Daily communication to parents with updates and reminders of the school status. This will include a statement that it is a school day, but that the building is closed (when applicable)

Pine Hill School District details:

Pine Hill School District will communicate essential details for shut down and remote learning upon shutdown. During closure, a daily "Remote School Day" announcement inclusive of any updated information will be shared via global call, and remote learning calendar will be listed on school and district websites as well as posted on social media.

Large Group Gatherings

Until told otherwise, the decision to continue or cancel after-school events will be a district decision. However, attendance will remain below 250 students as per the Governor.

Until told otherwise, the decision to cancel or continue SAT sessions will be a district decision.

Once the school closes, all gatherings will be cancelled.

Fields Trips

All field trips have been cancelled.

Counseling/Social Emotional Considerations

·Upon reopening, the district will make considerations to provide support around COVID-19 and any possible family related incidents/deaths that students may have experienced during closure.

Counseling staff maintains contact with students and families and provides support and resources through regular check ins and staff referral when concerns arise. Counseling sessions are provided in the remote environment. Crisis referral and support is coordinated with service providers in the same manner as prior to building closure.

Testing

ACCESS testing may be on hold until the school reopens.

The district will adhere to the direction of the NJDOE in regards to all State Assessments.

Athletics

The decision to continue or cancel practices will be a district decision or in accordance with NJSIAA. Once the school closes, all athletic programs will be discontinued.

Resource Sharing

The district commits to partnering with other districts and community partners to maximize its ability to meet the needs of its students.