

Frenchtown School District Board of Education



SCHOOL HEALTH-RELATED CLOSURE PREPAREDNESS PLAN MARCH 20, 2020

Subject to revisions pending review by the Hunterdon County Department of Education

FRENCHTOWN SCHOOL DISTRICT SCHOOL HEALTH-RELATED CLOSURE PREPAREDNESS PLAN

I. INTRODUCTION AND DEMOGRAPHIC PROFILE

In accordance with Commissioner Repollet's March 5 memorandum and subsequent guidance, the Frenchtown School District offers this school health-related closure preparedness plan. Specifically, this plan covers the provision of nutrition services, equitable access to home instruction (including considerations specific to special education and 504 Plan students), and a description of the district's approach to home instruction.

Frenchtown's demographic profile is as follows.

Total Active Students: 123

Homeless: 0

Low Socioeconomic: 17

Students with Disabilities: 27 Students with Sp Ed IEP's, 3 Speech Only IEP's, 3 Section 504 Plans

English Language Learners: 5

State-funded Pre-school: 0

II. NUTRITION SERVICES

SFA: Frenchtown School District
Agreement #: 019-01050

Date meal distribution will begin: Monday, March 16 2020

Date meal distribution will end: Friday, March 27, 2020*

* unless additional closure is warranted

Distribution site: Delaware Valley Regional High School will coordinate our nutrition services and distribution

Meals to be claimed for reimbursement per day: 2 (breakfast and lunch)

Delaware Valley will work with our food service management company to provide a bagged breakfast and lunch to all eligible students on each day that the school is experiencing a health-related closure. Meals will be prepared and distributed by employees of the food service management company, all trained in safe food handling procedures and knowledgeable of school nutrition meal requirements.

Unless in receipt of Department of Health recommendations to take other measures, we will deliver bagged meals to eligible students upon request.

Meal content and claiming will comply with Department of Agriculture, Division of Food and Nutrition requirements. The District's food service vendor and District staff are trained and follow these standards throughout the school year.

If the student is eligible for reduced price meals, we will charge \$.70 per day to the student's food service account, \$.30 for breakfast and \$.40 for lunch. If the student is eligible for free meals, the meals will be recorded with no charge to the student.

Families will have a telephone contact in the event of any issues, questions, or concerns.

III. EQUITY

A. ACCESS TO HOME INSTRUCTION

Frenchtown's plans for offering home instruction in the event of a health-related closure utilizes student iPads with access to the district's implementation of Canvas student learning management system through a wireless connection, with accommodations and modifications for students who do not have wireless access to the internet in the home.

We have surveyed students and families to determine any gaps in wireless internet access in our community. Our survey indicates that 0 families will require assistance with internet access.

We are prepared to offer wireless internet access to these and any other families who emerge as needing assistance through arrangements with vendors such as Comcast and through the lending of wireless "hotspot" devices.

In the event that we are unable to offer access, or in the face of any other disruption of access either in portions of or throughout our region, we will provide paper copies of materials and arrange for delivery or pickup of such copies in accordance with any guidelines or restrictions imposed by the Department of Health or other agencies.

Teachers of students with home languages other than English will continue to provide materials appropriate to individual student levels of English language acquisition.

District-level communications regarding closure will be provided in multiple languages, as is typical practice, utilizing the school alert system, translation services, and other tools and resources.

B. SPECIAL EDUCATION AND 504 PLAN STUDENTS

Frenchtown recognizes that not all related services and/or portions of a student's Individualized Education Plan (IEP) can be implemented during closure. Our special education staff will determine those services and portions of IEPs prior to any closure.

Throughout any closure, special education staff will remain in contact with out-of-district placement schools and families to ensure continued instruction and to work in collaboration on the provision of any necessary home instruction. Our special services staff maintains a directory of contacts at each out-of-district school to discuss specific considerations in the event of a closure.

For students requiring discrete trial instruction, special education staff will determine if parents can implement any maintenance programs at home.

We will endeavor to engage related service staff in the development of home-based activities (e.g., fine motor work, speech worksheets, and more) that align to the goals in the student's IEP.

In the event that we cannot provide a related service, that services will be deferred and banked.

Teachers will follow all IEP and 504 Plan modifications and accommodations in work assigned to students, including medically fragile students, and in the assessment of work that students submit.

Special education staff will attempt to hold virtual IEP meetings via a video-conferencing or other appropriate tool. For students engaged in an Initial Planning Process or the Re-Evaluation Process, special education staff members will attempt to hold virtual meetings when appropriate, or work to determine mutually agreeable scheduling after the closure has concluded. After reopening, special education staff will prioritize those meetings.

Upon reopening, assessments will occur to gauge any loss in progress as a result of closure, and to determine the need for any compensatory education.

IV. PROVISIONING OF HOME INSTRUCTION

Instructional Plan P-8

- Students will be provided subject-specific activities to complete through teacher email communication, Canvas, weekly paper packets or other technological means.
- Assignments provided will meet the recommended 2 hours per day of instructional time. Every student will receive at least 10 hours of instructional activities per week.
- Materials provided will allow students to practice previously taught skills in an authentic, meaningful way.
- Technology and alternate resources will be used to assist students in successfully completing their work.
- Teachers will modify said lessons/materials in accordance with student IEPs.
- Teachers will accommodate student Section 504 Plans.

V. ESSENTIAL PERSONNEL

List of Essential Personnel (EP)

Employee Category	Role of Employee	Duties/Work Stream	Number of EP by category
Administration	Oversee operations of school district	Interact with BOE, community, & staff; student instruction; business office functions; interact with county ECS; participate in all Special Education decisions	District Admin: 2 (Superintendent, SBA) School Admin: 1 (Principal)
Teachers	Implement instructional program for students	Instruct students remotely; interact with students; families, and administration daily (Minimum 10 hours per week as per the guidance from the commissioner to utilize N.J.A.C.6A:16-10.1 as the guideline)	Regular and Special Education: 18
Paraprofessionals	Support teachers with implementation of instructional program for students	Communicate with classroom teachers daily; provide remote support to students with IEPs throughout their daily instruction as appropriate	Special Education: 3
Administrative Assistants/Clerks	Oversee office functions and communications	Conduct virtual meeting with school nurse to address attendance issues; communicate with families, administration, and staff as needed, continue business services and payroll	School and District: 2

Nurses	Oversee health office related topics	Conduct virtual meeting with school attendance officer to address attendance issues; communicate with families, administration, and staff as needed; make regular contacts with families of students with known health conditions; review and update the CSA on COVID-19 information	1
Child Study Team	Oversee program for all students with IEPs (in district and out)	Communicate regularly with all teachers involved in meeting IEP needs; maintain IEP timelines; hold virtual meetings as needed; update CSA on IDEA updates during school closure	Team Members: 2 (Social Worker, Speech Therapist)
School Counselors	Assist student with counseling needs	Communicate regularly with all teachers; hold virtual department meetings as needed; hold virtual counseling sessions with students	Counselors: 1
Custodian/Maintenance	Oversee maintenance and cleaning of building	Collection of mail; maintenance of grounds and building check as appropriate; oversee proper cleaning and disinfecting of school building	O&M: 4