

Clementon, Camden County COVID-19 Preparedness Plan
updated: May 19, 2020

DISTRICT NAME: Clementon School District

DISTRICT CONTACT: Kathleen Haines, Superintendent

Essential Employees: Superintendent Kathleen Haines, Principal Jared Fudurich, Business Administrator Valerie Carmody, Special Education Director Lauren Giordano, certified teachers, child study team members, related service providers, guidance counselor, educational assistants, environmental engineers, administrative support staff.

Student Totals to Consider:

Clementon Elementary School is a pre-k-8th grade school district.

Total Students: 530

32 Preschool Students

23 Homeless Students

327 Free and Reduced Lunch

48 ELL Students

120 Students with Disabilities

Staffing Considerations:

- The district will determine whether staff will be required to report to the school building and/or work from home based upon daily conditions.
 - Due to social distancing, students are required to stay home, while staff will be informed daily of work expectations.
 - Update: Currently all students and staff are working remotely due to the need to social distance in an effort to decrease the spread of COVID-19.
 - Governor Order extended remote learning time until the end of the school year.
- The district will consider staff members who may share doctor's notes who believe that they are possibly infected or have a presumptive positive or confirmation. The district will make a phone call to the CDC and County Health Department, to notify them of any confirmed cases.
 - In cases where teachers are ill and are not able to interact with students remotely or prepare assignments, another teacher will be assigned to support continuity of planning.

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
 - Clementon School District will provide early childhood students paper based work and manipulatives that require 10 hours a week to complete and cover all necessary content areas. Clementon School District is preparing online platforms to communicate and provide a continuity of instruction for students; Google Meet, Google Voice. The district is preparing to provide a digital instructional model that meets the needs of all learners.
 - Clementon School District will partner with private and specialized LEA who are entrusted with educating and providing services to our most disabled students. We will be in contact about closures and plans to provide instruction that is highly specialized, as well as, plans to adjust related services when students return to school.

Longer Term Plan for Learning:

- Teachers will move to a virtual remote learning plan utilizing a variety of digital platforms.
 - Google Classroom to post assignments and links for learning activities. Students will also view announcements here to guide their learning. Students will “turn in” learning tasks via this platform to check for understanding and formatively assess all students.
 - Google Meet will be used for live lessons in whole or small group. Sessions will be offered to answer questions and provide additional support. Students will also connect with the teacher and classmates for interactive learning and social and emotional learning.
 - Flipgrid, Screencastify, Google Slides and other presentation or video/audio sharing tools will be utilized to further drive student learning.
 - Recorded instruction will allow students to access learning content at various times throughout the day and revisit learning content when needed.
 - District approved online subscription programs will also be used to provide differentiated and personalized learning (Study Island, IXL, Edmentum, Moby Max, Reflex are all examples of digital programs utilized by teachers).
 - Teachers will communicate with parents and students through a number of methods including, but not limited to district email, Class Dojo, Remind and Google Classroom.

- Teachers post virtual “office hours” each day in which they are online and available for answering questions and providing live feedback.
- Weekly lessons plans will continue to be submitted to administration for review.

Attendance and Accountability:

- Student attendance/participation is documented weekly by grade level teachers.
- Well Check phone calls will take place to check in on families well-being weekly.
- Letters are mailed home after 5 days and 10 days to remind parents that students are accountable to learning from home and to check in on any needed resources. Also, this letter included well check up language to promote the connection with our students and families.

Grading:

- Student progress and feedback will be provided in a timely fashion. Student participation will be coded as Pass or Incomplete.
- Teachers may also use Exceed Expectations, Meets Expectations or Approaching Expectations as feedback.

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. In the instance of extended closure:
 - The CST from Clementon will be monitoring/checking-in with both parents and our out-of-district placements to ensure continuity of learning is taking place. In the instance it is not, Clementon School will make best effort to ensure FAPE is being provided.
 - The district will work to create options for students who are in crisis.
 - The district has used information from the NJDOE and CDC to help identify clinical signs of anxiety and depression among children and established protocol for reporting such instances to our school psychologist and guidance counselor.
 - Links for Anxiety:
 - <https://childmind.org/coping-during-covid-19-resources-for-parents/>
 - <https://www.childrens.com/health-wellness/8-tips-for-managing-childrens-anxiety-about-covid-19>
 - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
 - <https://kidshealth.org/en/parents/anxiety-disorders.html>

- Links for Depression:
 - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
 - https://www.huffpost.com/entry/kids-mental-health-signs-coronavirus_1_5e7e2867c5b6cb9dc19f37ff

The district has created a process and protocol to address HIB that would apply to remote learning and keeps all students safe. Our counselor is available remotely.

- Administrative staff has identified students who need access to laptops and food. Administrative staff is working to accommodate these families who lack transportation and or access to technology that is compatible with Google.
 - The district has identified students who lack internet access and will provide jet packs to allow all students to participate.
- Teachers within the district are being asked to explore digital accommodation tools (being offered at no charge through Google), create accounts and provide students with personalized options to promote continuity of learning for all vulnerable populations.

https://www.controlaltachieve.com/2016/10/special-needs-extensions.html?fbclid=IwAR3gKT-Sgk_wPeXmnF10bA5T72dc3Jo0cYpKwIhP-TPSKAMkcumm_uXIKeY&m=1

ELL students in all grade levels, including K, have been offered technology. Families in need of translation service to access the internet, curriculum or resources have been identified and provided such services.

- ELL students have been provided specialized instruction via certified staff.
- ELL students are provided individualized lessons and instruction in unison with typical peers and in small groups.

District staff maintains contact with all McKinney Vento families to ensure access to meals and curriculum. The district continues to communicate with all families via Remind to inform them of local services in the community.

The District has provided digital online resources for families that help them navigate and address emergency situations.

- <https://sites.google.com/clementon.k12.nj.us/remoteteaching/home>
- <https://sites.google.com/clementon.k12.nj.us/remoteteaching/family-support?authuser=0>
- <https://sites.google.com/clementon.k12.nj.us/remoteteaching/community-support?authuser=0>
- The district is continuing to partner with the Center for Family Services to provide additional resources - <https://www.facebook.com/buildingbridgesfsc/>

- The District has made contact with the office of Children Protection and Permanency and set up a framework of communication to ensure students placed in foster homes or with open cases are actively participating in remote learning.

Special Education and 504 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. Clementon defines “Accessible” as that those with disabilities can engage in the same interactions as their non-disabled peers, with substantially equivalent ease of use. Clementon is considering those students who are blind, have seizure disorders, cognitive disabilities, or have serious fine motor issues when devising plans. To the greatest extent possible students with disabilities will be provided the special education and related services in their IEPs.

- Clementon School District is sending home materials to support related services (PT, OT and Speech) and providing brief screen casts. Additionally, the district is offering teletherapy sessions via Theraplatform, a HIPPA and FERPA compliant management software.
 - <https://www.theraplatform.com>
- The district is now collecting necessary progress monitoring data to provide necessary compensatory service through the ESY program summer of 2020. The district is also asking special education teachers to monitor goals and use of IEP accommodations and modifications to the greatest extent possible.
 - <https://docs.google.com/spreadsheets/d/1BBXRGvedz-2VVInmCuzH9FjeWrlB0Zt-QpvggQyQ8Bk/edit?usp=sharing>
- Currently, teachers, CST and other related service staff have been provided with tutorials on how to use several functions of Google Meet and PDF app to conduct annual reviews remotely. They are expected to meet remotely bi-weekly and create a log.
 - The district began a Speech consult schedule March 31st, to make speech and language services available remotely. The SLP will be expected to check in with all students weekly and create a log.
 - The Behavioral Therapist, Occupational Therapist and Physical Therapists are using screencasts, theraplatform, Google Meet and voice calls to provide support, suggestions and curriculum activities beginning March 31st. The BCBA, OT, PT and AT will be expected to check in with all students weekly and create a log.
 - At this time only Social evaluations will be conducted via phone, when possible. All other evaluations that require face to face contact will be postponed.
 - The district will require special education teachers to differentiate instruction to meet the requirements of students’ IEPs to the greatest extent possible.
 - Teachers within the district are being asked to explore digital accommodation tools (being offered at no charge through Google), create

accounts and provide students with personalized options to promote continuity of learning for all vulnerable populations.

https://www.controlaltachieve.com/2016/10/special-needs-extensions.html?fbclid=IwAR3gKT-Sgk_wPeXmnF10bA5T72dc3Jo0cYpKwIhP-TPSKAMkcumm_uXlKeY&m=1

- Special Education Teachers are being asked to create differentiated lessons via Google Classroom, Flip Grid, Nearpod, ScreenCastify or any other approved application.
- Special Education Teachers are participating in remote office hours for consultation and live teacher access.
- Special Education Teachers are being asked to develop a digital lesson plan template that is equitable to all learners and highly individualized as needed.
- Special Education Teachers are being asked to create assignments that provide choice and offer low tech, mid tech and high tech options.
- The district will require teachers to provide all necessary accommodations for 504 students that can be addressed in paper based programming and via a digital platform to the greatest extent possible.
 - The district has sent home assistive technology to support all learners, as mandated in their 504 Plan.
 - Teachers are being asked to provide all accommodations that can be easily addressed on a digital learning platform.
 - Teachers are being asked to examine how classroom accommodations can be translated into practice on a digital platform and or providing guidance to parents on student learning profiles.
- The district will provide any necessary materials for students, such as calculators and or other manipulatives.
 - In extended closure the district will work to release technology to families to provide continuity of learning.
- The district will review all IEP's to maximize the ability to meet the student's needs.
- The district will provide caregiver instructions and screencasts for the most severely disabled students who lack adequate communication.
- The district will release all assistive technology to students as per IEP and 504.
- Annual Reviews and Initial planning meetings will be held virtually with parent consent, those wishing to reschedule in person will be given the option.
 - Initial Evaluations
 - When necessary student record information is available, complete all aspects of the initial evaluation that can feasibly be completed, other than conducting individual testing of the student, during the school closure.

- Complete the remaining aspects of the evaluation when school reopens, including all necessary assessments/testing.
- Items (when necessary student record information is accessible) that could, as appropriate for the student, be completed include (see NJAC 6A:14-3.4)
 - Functional assessment of academic performance, behavioral assessment, language needs, communication needs
 - Parent interview
 - Teacher interview
 - Review of developmental/academic history
 - Review of interventions documented by teachers
 - Surveys, inventories, analysis of work, self-report, informal rating scales
 - Assessment to determine post-secondary outcomes.
 - Preparation of portions of written reports.
- Reevaluations
 - Same as above.
 - Reevaluation can also be waived with parent consent, and requesting and obtaining such consent could occur while schools are closed

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

Clementon Elementary School District
SFA # 00700880

- Students who are identified as free/reduced meal eligible will receive meals during a prolonged closure of school for those enrolled in the Clementon Elementary School as first priority, and meals will also be distributed to children enrolled to the receiving high school district (Overbrook), the county vocational school, out-of-district private approved schools, charter and choice schools, and private schools subject to presentation of an ID attesting to residency in Clementon and attesting as eligible. The District has been approved to provide meals under the Seamless Summer Option to enrolled students and extending to those students who reside in Clementon but are enrolled in other systems.
 - Students will be provided with a bagged/boxed meal of nonperishable, shelf storable food items for a school week worth (5 days) of meals, which will include breakfast and lunch.
 - The meals will be packaged weekly for distribution to the families for each child, and distribution days and times will be communicated to those families through US mail to the homes and the letter announcing the program will also be posted on the District website.
 - Parents will pick up meal packages as a drive-thru service at the multipurpose room parking lot area. The distribution will occur on Tuesday, commencing March 17, from the hours of 10 am to 12 noon and families have been advised that an ID may be requested at pick up. The program will continue with Tuesday

distributions during the closure at the same time each week, from 10:30 to noon as of April 15. Any changes in time will be announced on the District website and by US Mail to qualifying families.

- Students are not required to be present at the pick up. Any family with a designee to serve as their responsible pick up party will be required to provide the names of the eligible students.
- An eligibility list will be issued to distribution personnel. Each child will be identified as eligible on the list. Families will then receive the appropriate number of meal packages. Distribution to families with students outside of the Clementon Elementary School age/enrollment have been directed to appear commencing at 11 am to 12 noon to assure enrolled pupils. If there are not sufficient meals for all those who appear for distribution, those appearing for meals on Tuesday after availability will be registered and may return the subsequent day (Wednesday) at a designated hour for their meals. Pre-registration will be required on Tuesday if there is an availability shortage.
- Production records are being maintained. Any accommodations for dietary restrictions will be available. Meal counts will be recorded for Clementon student enrollees and a separate count will be maintained for resident students enrolled in other school systems.

Building Maintenance during COVID-19:

The school facilities are accessible to essential personnel only, upon notification to the Facilities Supervisor of their access need. Any nonessential personnel or contracted service providers (contractors) needing access to the facilities are authorized by Administration or the Facilities Supervisor, as deemed necessary for educational and operational activities and preparation for re-occupancy. The Facilities Supervisor and custodial staff will report to duty on shift work and shall be separated to work in distant areas to perform custodial work. Personnel are masked and will wear protective gloves. Social distancing will be practiced at all times. The employees of the Food Service Management Company will report for work at the cafeteria entrance and will limit their movement to the food service production and multipurpose room only. Custodial assistance is provided for moving products to safe tables for parental pick up. Safe tables are established for one family at a time and frequently sanitized during the pick up period. Essential personnel and personnel who are requested to perform intermittent essential services must report to the Facilities Supervisor that they will be present in the building, the day and hours they are present, and will confine their movement to designated areas where their services are needed. Custodial personnel immediately cleaned and sanitize the facility upon closure. The custodial personnel will sanitize any sections of the building on the day of or immediately following the day that personnel or contractors have accessed the facility. All rooms of the building are taped and indicate the last date of access for sanitation monitoring. Two hand sanitizing stations are located in the building for all building entrants at the main entrance and at the cafeteria entrance.

Technology

- The district will consider the availability of district technology resources and access to the internet.
 - Our students may not own a device or have access to the internet. Our short term plan includes sending home packets and materials for our students to have equitable access to learning opportunities. Our packets include crayons, paper, pencils and all materials needed.
 - In the event of a longer term closing, remote opportunities will be executed and extended to continue learning. Virtual learning resources are being shared out. Our staff is posting assignments in Google Classroom and other online personalized learning platforms such as Study Island, IXL, Reflex, Exact Path, Moby Max and Google Slides with voice recording. Two-way communication with parents and students is taking place through the use of G-Suite components such as Google Classroom, Google Meet and Google Voice as well as through Class Dojo.
 - The district is sending home free internet links to provide access to families.
 - The district will allow families to pick up a chromebook from the school on Tuesday March 24th from 10:00am-12:00pm in the event we are on a long term plan for closure. Families will continue to be able to pick up Chromebooks from the school or bring devices in for tech support Tuesdays between 10:30-12:00. Home deliveries of devices will also be made for families that are homebound or have transportation issues.
 - Instructional decisions will be made to support access.

Communication Plan to inform community of school building closure

- In the event of a closure, the district will immediately communicate with parents and the community.
 - Use of the Remind app to deliver messages via text message
 - Formal correspondence posted on our website under one link on main page
 - Announcements highlighted on our website
 - Formal correspondence sent US Mail
 - Use of the electronic sign on Erial Road to inform parents to check our website daily.

Large Group Gatherings

- Until told otherwise, the decision to continue or cancel after-school events will include following the Governor Executive Order.
 - Clementon School District has postponed all field trips, sporting events, afterschool and night events.

Fields Trips

- The District will address field trips.
 - All field trips scheduled through the month of April, May and June have been postponed.
 - Opportunities and resources for virtual field trips are being shared and explored among staff.

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. In the instance of extended remote learning:
 - Clementon School District's guidance counselor will be offering office hours daily that are open to any student.
 - Clementon School District's guidance counselor will be creating a weekly schedule for checking in with students and holding sessions as per IEP and 504 mandated services.
 - Clementon School district will provide students with access to emergency numbers if they are in crisis.
 - Rainbow program will take place from June 22nd- August 13th to include continuity of remote instructional time for any interested student. This program will include Clementon Cares social emotional lessons and fun discovery time. BCBA, counselor, and one teacher per grade level will be approved to plan, check in, provide office hours, and remote mini-lessons and work assignments posted Mon-Thurs.

Testing

- The district testing schedules will be addressed as follows:
 - The district will postpone ACCESS Testing (Currently scheduled for March 16-April 1st) under the guidance of the New Jersey Department of Education. We will work to create a system for remote testing if required to do so by the NJDOE.
 - The district will follow the guidelines put forth by the NJDOE regarding NJSLA. The district will continue to address standards measured by such assessments through our continuity of learning plan.
 - No State Testing

Athletics

- The decision to continue or cancel practices will be a district decision or in accordance with NJSIAA. Once the school building closes, all athletic programs will be discontinued.
 - The district has postponed all sporting events at this time due to the Executive Order.

Resource Sharing

- The district commits to partnering with other districts and community partners to maximize its ability to meet the needs of its students.
 - The district will partner with agencies who require accommodations, the district gave space to the Camden County Board of Health to store frozen meals for seniors.
 - The district will look to partner, as necessary, with local agencies to provide childcare.
 - The district will comply with any suggestions, as feasible, that are set forth by the Department of Education and the Commissioner of Education.

Graduation Ceremony - virtual remote with car procession

- The district is planning for a combination remote virtual graduation and car procession ceremony to honor our 8th grade students
 - A committee of teachers was formed to generate ideas, create a parent survey, make decisions and complete the tasks required for the virtual event
 - A parent survey was sent out to gain community input and ideas
 - The ceremony will be a recorded event with the traditional line-up of speakers and student recognitions
 - Students will still receive cap and gowns for pictures and other at home family celebrations
 - The committee and survey results will drive decisions such as; how will this be made available to parents, will students submit short video clips to be included in the video or just still photos, will family photos or video submissions also be included, the organization of the virtual ceremony and safe distribution of diplomas and other graduate awards or gifts/items
 - A car procession at the school will be included to allow students to pick up diploma, awards and graduation gifts on an isolated table with social distancing protocols in place. 8th grade teaching staff and administration will remain social distanced, but present for the ceremony.

- Tuesday, June 9th will be the pick-up date for locker items, pick-up of cap and gown, and turn in of chromebooks.

Summer Programing Plan

The following is the district's preliminary outline for the provision of summer services.

- Extended School Year (ESY) services will be delivered remotely.
 - Populations addressed will include; students with IEPs who are diagnosed with the most severe cognitive impairments (placed within district and out of district), students with IEPs who have not met their goals and have documented regression, students across the population who receive Tier II or III reading interventions during the school year, ELL students and PSD students. Enrichment programs will be held and students will be invited based on ability and interest.
 - Dates: July 6th through July 31st of 2020
 - Hours: 2.5 hours daily, Monday through Thursday

Special Education Students

- The program will include related services as needed based on continuity of current levels, documented regression and, or compensatory sessions.
- The program will include remote learning plans that show documented efforts toward continuity of skills for students who did make AYP on goals documented in their IEP.
- The program will include remote learning plans that show documented efforts towards closing gaps for students who did not make AYP on goals documented in their IEP.
- The program will include a social emotional component for all students.
- The PSD program will satisfy:
 - Related services to the greatest extent possible
 - Early literacy and math skills
 - Social emotional learning through play based, discovery

Students receiving Tier II or III reading interventions through Title I extended learning programs.

- Students currently enrolled in RTI services 2-5 times weekly will be offered sessions during the ESY program. All students will be invited, regardless of regression.

English Language Learners

- Students currently eligible and receiving ELL services will be offered sessions during the ESY program. All students will be invited, regardless of regression.

Enrichment

- Students will be invited to participate in coding enrichment opportunities. Students will be invited based on interest.

Remote Learning for Parents:

<https://sites.google.com/clementon.k12.nj.us/remotelearning/home>