

Stone Harbor Schools
COVID-19
Long-Term Closure Educational Plan

In the event that the Stone Harbor Public Schools are ordered by the Cape May County or New Jersey Department of Health to close schools for an extended period of time, the district has developed a plan to continue educational services to all students PreK-8 in order to credit school days toward the 180 requirement. Per the NJDOE [memo](#) regarding COVID-19 dated March 5, 2020, "The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students." The following outlines the district's plan to meet said provisions:

Equitable Access to Instruction for All Students

- District teachers will develop online plans for instruction based on current instructional points in curricula in grades K-4. These will be posted on the district website by grade level and department and connected to Google classroom and other available platforms where developmentally appropriate.
- The district will ping the school app each morning to remind parents that school is closed, where to find the lessons on the district's website, and also instructing them on how to receive paper copies of materials if they do not have internet access and/or the necessary technology in their home.
- Preschool and kindergarten will use Dojo, Class packets for remote learning.
- Grade K-4 will use Google classroom for remote learning.
- K-4 Students will check in daily through a link shared with the parents.
- Other resources will be available for download on our school website.
- Parents will sign out chromebooks for grades K-2.
- Equitable access to WiFi was surveyed.
- If staff are permitted by the Health Department to report to the building, they will be available to grade work as it is submitted.
- Students in grades K-4 are assigned devices and were surveyed for internet access at home. Students are also provided with school managed Google accounts with access to email, productivity tools and learning management systems (Google Classroom, Pearson Realize, etc.). Parents also have access to Class Dojo as a form of communication with teachers.
- Information was sent to all families and posted to the school website about affordable internet services from local providers in the event that they no longer have the access that was reported in our surveys.

- If the student or families have difficulty accessing devices or the internet they are encouraged to call, leave a message, and our technology coordinator will contact them with assistance.

Demographic Profile of District

- Total Student Population: 90 students (177 students)
- State Funded Preschool Program: 0
- Students who are homeless: 0
- Students with disabilities: 4
- English Language Learners: 0
- Migrant: 0

Special Education and Related Services for Students with Disabilities

- There are 4 students with IEPs and 3 students with 504 plans that attend Stone Harbor Elementary School.
- The Child Study Team Supervisor and case manager will maintain communication with teachers and families/students to oversee development of online plans to ensure that IEP goals are addressed and accommodations and modifications are continually provided, including accessible materials and platforms. Paper copies of these plans will also be available through the above referenced system of communication. All calls and written communication will be available in English and in Spanish if requested.
- Assistive technology will be sent home with students if determined to be beneficial and/or required by the IEP.
- Activity sheets in paper form and alternate methods of service delivery may be provided to ensure related services such as speech, occupational and physical therapy continue. CST staff will monitor the frequency, delivery method, and efficacy of services delivered in order to determine the individual eligibility for compensatory hours.
- Case managers will reach out to the families, the general and special education teachers, and the related service providers on a weekly or bi-weekly basis through email, phone calls, and/or text messages.
 - These contacts include checks on the student's participation in services, progress, and needs, as well as provision of accommodations and modifications.
 - Information gathered is shared appropriately and if accommodations, modifications, goals or services need to be amended, then an IEP or 504 meeting to amend the documentation will be held virtually over Google Meet with the relevant parties.
 - All calls and written communication will be available in English and in Spanish if requested.

- IEP meetings, evaluation and other meetings to identify, evaluate and/or re-evaluate students with disabilities will be held virtually to the greatest extent possible.
- Evaluations are being determined on an individual basis by meeting with the relevant parties including the families (and students when applicable) virtually over Google Meet. During that meeting, the testing that is being called for is discussed and examined for the efficacy and availability of providing the testing virtually or postponing until it can be safely completed in person at the school or another agreed upon location with appropriate measures to ensure standardization.
 - If a team decides to postpone testing, documentation is provided that includes case manager and parent signatures.
 - If the student has current services in place, those services will remain in place until the team decides that the student no longer meets eligibility requirements.
 - 1:1 aides will continue to be available to all students who have one recommended in their current IEP

ELL and Bilingual Needs

- The district does not have ELL

Safe Delivery of Meals

- The district does not participate in the National Lunch Program

Length of Remote Instruction

Instruction takes place Monday through Friday using a four-hour session. Students are individually tracked through differentiating instruction. Progress reports and report cards have been issued at their designated calendar date.

Attendance

Students are self-reporting at the beginning of each day using a form to report that they're in attendance as well as how they're feeling for SEL purposes. This is captured in a spreadsheet and filtered for count by grade and student. Students who respond to the SEL question are filtered separately for follow up by guidance or the nurses.

Staff are self-reporting using the same swipe station software that we use for daily staff attendance at school. It's captured under a different station name to keep the data separate from the on site swipe station.

The nurses follow daily attendance and monitor parent and student imputed comments on how they are feeling each day at check in. Nurses respond to these comments as needed via email. Counselor also follows the daily check in posts and collaborates with nurses regarding student responses.

Teachers reach out to nurses and guidance counselor and CST (when applicable) when students are not participating in the online instruction and then the nurses/counselor/CST reaches out to the student and family via email and phone calls and Google Meet as needed and as necessary reports back to the teacher and administration regarding their well being and if any additional supports are needed. The teacher has ultimate responsibility for assignments collected.

Facility Plan

Maintenance staff will clean and disinfect all offices and lavatories being used on a daily basis, using the disinfecting agents recommended by CDC.

Closed portions of the building will be cleaned and disinfected on a regular basis, using the disinfecting agents recommended by CDC.

Using the New Jersey State School Nurses guidelines for re entry into school for end of year activities, we suggest the following precautions to minimize the risk of transmission of COVID-19 and maximize the safety of both staff and students:

- The school district abides by gathering regulations and social distancing as outlined by the NJDOH:
 - The number of people gathering should be no more than 10 people, with specific instructions to wear face coverings and practice proper hand hygiene.
 - **DO NOT** come to the schools if you are feeling sick with any of the known symptoms of COVID19 or if you have been exposed recently to a case of COVID19. Maintain directives for quarantine and isolation as directed.
 - Limit dates and times of the following to ensure completion of this process in a timely and efficient manner.

- Staff and room cleanout
 - Schedule time to enter school, limiting the number of staff members -no more than 2 or 3 at a time- can enter school to clean rooms.
 - Staff coming into the building to clean out the classroom are to wear a mask upon entry into the building, sanitize hands prior to or upon entering the building or wear gloves.
 - Go directly to their classroom to clean and pack their room.
 - While alone in the classroom no mask is required by the staff member. When classroom close up is completed, a mask is required to leave the room and the building.
 - If you need to use the bathroom please wear a mask.
 - Please limit unnecessary movements in the building. Maintain the social distance of at least 6 foot.

- Parent Pick up for belongings/medications,etc
 - Suggestions: If possible consider a recommendation of keeping students Google chromebooks at home over summer as it may be needed in the fall. This will minimize unnecessary handling of equipment, cleaning and sanitizing and need to

redistribute for use in September. If a student plans to not return to Stone Harbor schools in Fall, turn in all school equipment.

- Any student materials dropped off should be handled with mask/gloves and sanitized or left for a period of time before handling (min. 72 hrs-7 days).
- Labeled Bins/tables by grade could help with the drop off of student items.
- Perhaps designate a specific day of the week for students dropping off or picking up items to limit a crowd of students and families arriving to the school.
- Social distancing should be emphasized and any parent/guardian pick up of belongings should be handled as a "grab and go", where they are not entering the building.
- We recommend setting up tables in the vestibule of each school or use the bins in the SH vestibule. Mark these tables with grade numbers. Parents must call before arriving and the item can be placed on the table for pick up- during times office/nurse (for medication) staff is available. *Parents must wear a mask and wear gloves or sanitize hands outside the front entrance prior to opening the door.* Come into the lobby of school and take their belongings. This should be a "grab and go" situation with **no contact** necessary with staff. No entry needed into the front office or the rest of the building.
- **If necessary for staff to distribute any belongings directly they should wear face coverings, gloves, and practice hand hygiene.**

Summer Program

The ESY program will be implemented remotely using the same closure plan guidelines. Students with IEPs who have been determined eligible for ESY will be invited to complete the program at Stone Harbor, or Ocean Academy, based on individual CST determinations. Progress on the general academic expectations and IEP goals will be reviewed for all students with special education services by the case manager with input from the teachers and families. Where applicable, those student's will be invited to attend remote academic or related service sessions throughout the summer. IEPs will be amended as necessary to accommodate.

Learning Loss will be assessed in the Fall by various diagnostic tests and benchmarks, including The Fountas & Pinnell Benchmark Assessment Systems. Additional skill remediation will take place through basic skills groups, differentiated instruction, and homework club.

(revised 5/26/20)