

Health-Related Closure Preparedness Plan



March 2020

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Superintendent of Schools
Parsippany-Troy Hills Township School District
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Overview

This document outlines the Parsippany-Troy Hills Township School District plan to provide distance learning options in the event that the school district must be closed due to an emergency health situation. This action plan allows Parsippany-Troy Hills Schools to operate remotely while continuing to provide meaningful instruction to students through the use of a variety of instructional resources. The sections below detail the school district's plan to ensure fluid operation during this time, as well as equitable access for all students.

A distance learning day is a remote school day where students and staff have an opportunity to explore and engage in meaningful learning experiences that are: (a) aligned to the curriculum, (b) connected to standards, and (c) relevant to the current instructional sequence. While nothing replaces the genuine human interactions that happen authentically in the classroom between students and teachers, distance learning will support continuity of instruction in the event of a health-related closure.

Distance learning school days will run as detailed in the section below entitled "Scheduling." The schedule will allow teaching staff adequate time to present the learning experience to support students as they (a) access information, (b) prioritize their day, and (c) communicate with their teacher(s). Teachers will be available during the hours listed below.

Goals

1. Ensure the continuity of instruction if and when a pandemic negatively impacts the district's ability to maintain daily operations;
2. Continue to provide students with an authentic, meaningful, and comprehensive school experience;
3. Mitigate or completely eliminate possible exposure to and spread of pandemic influenza among students, parents, guardians, employees, and community members;
4. Ensure compliance with all state and local statutes and regulations

Key Components

1. Equitable Access

To provide equitable instruction, the district will ensure that all students have access to instructional materials.

In grades PK-5, the district will initially provide all students with a packet that includes all needed lessons/instructional materials. Students will also have the option of accessing on-line supplemental lessons and games/activities. Data about access to the Internet and the availability of digital devices for student use at home has been collected in *Genesis*. In the event that a student does not have access to a computer or wi-fi at home, the district will provide a device and/or a hotspot for student use. Each school webpage contains a link to "Clever" under the Parent/Student tab which will connect students to online resources. In the event of an extended closure, students will engage in live/online instruction with their teachers through *Google* classroom applications or another approved platform.

In grades 6-12, the district will ensure that all students have access to a device during the day. Data about access to the

Internet and the availability of digital devices for student use at home was collected in *Genesis*. In the event that a student does not have access to a computer or wi-fi at home, the district will provide a device and/or a hotspot for student use.

There are 594 students being supported as English Language Learners. Information in our student information system *Genesis* can be viewed in English and Spanish. Communication sent via our *School Messenger* allows parents to select from a number of language choices.

Demographic information for the district is provided here:

	Asian	Black or African American	Hispanic or Latino	American Indian or Alaska Native	Multiple Categories Reported	Native Hawaiian or Other Pacific Islander	White	Total Students
PHS	325	34	132	0	24	3	408	926
PHHS	417	35	136	3	34	0	453	1078
Brooklawn	385	22	111	0	38	3	317	876
Central	357	33	145	0	26	1	260	822
Eastlake	229	10	42	0	11	0	76	368
Intervale	101	4	54	0	8	0	110	277
Knollwood	218	3	60	0	19	0	92	392
Lake Hiawatha	260	3	70	0	10	0	99	442
Lake Parsippany	128	7	31	0	13	1	86	266
Littleton	190	22	34	0	16	0	180	442
Mount Tabor	187	14	34	2	25	0	167	429
Northvail	265	11	22	1	15	0	58	372
Rockaway Meadow	92	9	67	0	1	0	110	279
Troy Hills	112	13	48	1	5	1	112	292
OOD	15	6	6	1	3	0	41	72
	3281	226	992	8	248	9	2569	7333

2. Communication

With a written directive from the NJ Department of Health to close, notification will be sent via our emergency communication system. Detailed instructions will also be posted on the school and district websites.

On the first day of closure, the school buildings will remain open until 1:00 p.m. so that staff may gather personal items and collect necessary learning materials. Instruction will not occur.

On the second day of closure, all schools will be closed until further notice to students, parents, staff, and the public. No entry will be allowed. Distance learning will commence. In the event that we are given an immediate directive from a State official, we will provide additional guidance at that time.

3. Attendance

All district policies remain in effect regarding Student Attendance (#5200). Students who are not participating consistently in Distance Learning will be reported to school administration. The principal or designee will contact the student’s family to understand why the student is not participating and to assist, where appropriate.

Student Attendance

Student attendance is recorded in *Genesis*. Parents must report their child's absence in *Genesis* by 10:00 a.m. of each day of absence.

Staff Attendance

Staff members will utilize the district's absence notification protocols via AESOP. Please provide details regarding any illness.

4. Harassment, Intimidation, and Bullying

During distance learning days, the District will adhere to all aspects of our Harassment Intimidation and Bullying Policies and Procedures (Policy # 5512).

5. Schedule

Teachers will be available via email during the posted hours of school operation. The distance learning school days will operate as follows:

Elementary Schools (Grades K-5) 8:55 a.m. to 3:25p.m.

Teachers may not be available between 11:30 and 1:00 for planning and/or lunch.

Preschool: 9:00 to 11:30 for AM PreSchool; 12:30 to 3:00 for PM PreSchool;

9:00 a.m. to 3:00 p.m. for Full Day PreSchool Monday through Thursday and 9:00 to 1:00 on Friday.

Teachers may not be unavailable from 11:30 to 12:30 for planning and/or lunch.

Middle Schools (Grades 6-8) 8:00 a.m. to 2:46 p.m.

Teachers may not be available during their scheduled planning and/or lunch periods.

High Schools (Grades 9-12) 7:40 a.m. to 2:25 p.m.

Parsippany HS and Parsippany Hills HS will continue to follow the posted rotating block schedule. Please refer to the specific school's webpage for the appropriate bell schedule. Teachers may not be available during their scheduled planning and/or lunch periods.

**Thirty (30) minutes daily will be set aside for physical activity recommended by Physical Education/Health teachers.*

6. School Nutrition Benefits

Any students who receives free and reduced school lunch will be afforded the opportunity to pick up a nutritional school lunch prepared by the our food service provider *Pomptonian* at Parsippany Hills High School at 20 Rita Drive in Morris Plains and at Parsippany High School at 309 Baldwin Road in Parsippany. Meals will be ready between 11:00 a.m. and Noon each Monday (for 2 days of meals) and Wednesday (for 3 days of meals).

Families unable to pick up meals at either of these locations should contact their school principal. Meals will be delivered to their residences by our district bus drivers.

Our district services 784 students for Free Meals and 209 students for Reduced Meals.

There is 1 Manager and 3-4 *Pomptonian* workers at each site (PHS/PHHS) and 1 security guard at each site.

7. Resources to Support Instruction

The School District utilizes several resources to support student learning. Each school has a webpage devoted to relevant online resources and digital subscriptions. Many teachers utilize *Google Apps for Education*, district e-mail, and other online platforms for instruction.

8. Instruction

Student Responsibilities PK-5

At the PK-5 level, students will not be required to log into their school accounts. They will be provided with a special packet of meaningful learning activities in the core content areas. In addition, students will have access to optional digital resources that can be used at home. Students may also participate in live online instruction with teachers via *Google Meet* or other platforms.

Student Responsibilities (6-12)

Students are expected to log in to their teacher's *Google Classroom* or other platform to identify the expected work for the day and may be asked to collaborate virtually with other classmates on assignments. Students without a school approved excuse will be held responsible for all work not completed by the assigned deadline. Deadlines will be assigned at the discretion of the classroom teacher and will be returned either graded or with feedback in a timely manner.

9. Staff Responsibilities

Teaching Staff (753 certificated faculty members)

- Be available through email and online between the posted times.
- Read and respond to emails during noted hours.
- Log personal attendance through AESOP.
- Adhere to all district policies.
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrators.

Secretaries (57)

- Monitor daily staff attendance forms. Send spreadsheets daily to building administrators for all staff attendance.
- Monitor school voice mail remotely.
- Read and respond to email during listed hours.
- Adhere to all district policies.
- Log personal attendance through AESOP.
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

Maintenance/Custodians (125)

- In the event that the district is closed or placed under general quarantine, maintenance and custodial staff responsibilities will be determined by the Supervisor of Buildings and Grounds in conjunction with the Business Administrator and Superintendent of Schools.
- Where appropriate, flexible scheduling and smaller shifts may be utilized to minimize contact.
- Adhere to all district policies.
- Log personal attendance through AESOP.
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

Paraprofessionals (234)

In the event of school closure, paraprofessionals will receive additional instructions from the appropriate Supervisor of Special Services and/or their building principals. Professional development modules via SafeSchools will be made available in order to provide aides with ongoing educational opportunities.

- Adhere to all district policies.
- Log personal attendance through AESOP.
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

Nurses (14)

- Monitor student attendance daily and send spreadsheets of student attendance with a summary to the building administrator each day by 10:30 am.
- Read and respond to emails during noted hours.
- Collaborate with district nurses to provide timely parent informational bulletins as appropriate.
- Create/monitor a shared FAQ Health Doc where parents can ask questions and receive responses.
- Adhere to all district policies.
- Log personal attendance through AESOP.
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.
- Provide appropriate assistance to medically fragile students and their families.

Administrators (30)

- In the event that buildings are closed, district administrators will work from home to assist in the daily operation of all aspects of distance learning.
- In the event that the district is placed under general quarantine, administrative responsibilities will be determined by the Superintendent of Schools. Virtual and in-person planning meetings may be necessary.
- Read and respond to emails during noted hours.
- Log personal attendance through AESOP.
- Adhere to all district policies.
- Report and respond to any instances of HIB, students at risk, threats made, etc.

Business Office (12)

- The business office will continue to monitor and oversee all district finances in the event of a protracted closure. The district maintains various software programs (Systems3000, etc.) to facilitate the off-site operation (where necessary) of all business office responsibilities including the deposit and remittance of funds, payroll, etc.
- Adhere to all district policies.
- Log personal attendance through AESOP.
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

10. Essential Personnel

Barbara Sargent	Superintendent
Robert Sutter	Assistant Superintendent
Joni Benos	Chief of Staff
Robin Tedesco	Business Administrator/Board Secretary
Daniel McDougal	Supervisor of Buildings and Grounds
HEAD CUSTODIANS	
Michael Prall	Parsippany High
Jose Reyes	Parsippany Hills
Wayne Malec	Brooklawn Middle
Michael Osborne	Central Middle
Ben Hur Castro	Eastlake Elementary
Edwin Rivera	Intervale Elementary
Jim Price	Knollwood Elementary
Brian Dohm	Lake Hiawatha Elementary
Juan Castro	Lake Parsippany Elementary
Carlos Rojas	Littleton Elementary
Russell Bergman	Mt. Tabor Elementary
Christopher Little	Northvail Elementary
Zenon Bilanych	Rockaway Meadow Elementary
Maria Cotaldo	Troy Hills Elementary
ALL MAINTENANCE AND CUSTODIAL STAFF	(Local 32)
POMPTONIAN FOOD SERVICE	
Donna Devany	Manager
Mary Skomial	Manager

11. Special Services

General Requirements for Special Services

In the event that schools must be closed due to a health-related situation, the Parsippany-Troy Hills Township School District will provide distance learning options to address the provision of appropriate special education and related

services for students with disabilities.

Programs and services shall be provided to students ages three through 21 according to NJAC 6A:14 requirements with modifications that may be unavoidable due to the health crisis. Students will continue to receive provisions of their IEP requirements and will be provided with a free and appropriate program encompassing special education and related services. Appropriately certified and qualified professional staff members will continue to implement these programs through distance learning opportunities, as the use of on-campus facilities will not be available.

All meetings will be held virtually. This includes IEP meetings, evaluation and referral meetings, and informal follow-up meetings with families. Teachers and CST staff will monitor student progress and provision of accommodations and modifications to the greatest extent possible.

The Parsippany-Troy Hills School District has a total of 1320 classified students, with 167 of those students attending our PreSchool program and the remaining 1153 being of school age. There are currently 14 homeless students.

Special Education Programming

All special education programming will be consistent with the student's individualized education plan (IEP) to the extent appropriate and shall meet the New Jersey Student Learning Standards. Related services will be provided through digital platforms or electronic communications, including virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.

In-Class Resource Center Programs

All students with an in-class resource center program documented in the IEP will be provided with modifications to meet their needs based on the distance learning options afforded to their general education counterparts.

Pull-Out Replacement Programs

All students with pull out replacement center programs documented in the IEP will be provided with appropriate materials and instruction by their special education teachers to meet their needs based on the distance learning options appropriate to their IEPs and learning abilities.

Self-Contained Programs

All students with self-contained programs documented in the IEP will be provided with appropriate materials and instruction by their special education teachers to meet their needs based on the distance learning options appropriate to their IEPs and learning abilities.

Classroom and one-to-one instructional aides will not be available to support a student during a health-related closure.

Related Services (Counseling, Speech-Language, Physical Therapy, Occupational Therapy)

Counseling, Speech, Physical and Occupational Therapy activities will be provided to students by therapist(s) via emailed activities that have been individualized based on IEP goals. Additional activities will be scheduled and provided based on individualized needs.

Speech language services and counseling services may be delivered to special education students through the use of electronic communication or a virtual or online platform, as appropriate.

Out of District Programs

In the event that Parsippany-Troy Hills Township School District is closed and private out-of-district schools remain open, students who are transported by a private company should attend school unless otherwise indicated by the out-of-district placement. In the event that the student is transported to the out-of-district placement by district transportation and the buses remain non-operational due to the closing, the parents will be asked to drive their child to the school and will be reimbursed for transportation according to board policy for days the child is in attendance during this health-related closure.

In the event that Parsippany-Troy Hills Township School District is open and private out-of-district schools are closed, the district schools will collaborate with the out-of-district placement to offer appropriate meaningful learning activities for completion at home.

Referrals and Evaluations

The referral process will commence as usual per Policy 2460 - Special Education. Traditional timelines will be adhered to via the Supervisor of Special Services and meetings will be held remotely.

Extended School Year

Extended School Year instruction will occur. If students and staff are able to meet in person, health directives will be followed. A remote version of Extended School Year will be developed in the event that in-person instruction is not permitted.

The district will make every effort to ensure that evaluations are completed within the timelines set forth in the code. Given that evaluations can only be conducted under standardized conditions, timelines may be impacted due to extended school closures. Child Study Team members will contact parents if evaluations fall outside of the legally mandated timeframes.

12. Special Considerations

English Language Learners

Teachers of ESL will instruct their students virtually and be afforded flexibility in how this instruction occurs. It may be more appropriate for a teacher to hold small group virtual meetings to differentiate and address students' unique needs.

Pre-School

Our district offers an integrated pre-school program which includes general education and special education students in the same classes. Students with special needs will be addressed as described in Section #11 above. Additional information about pre-school instruction may be found in the Appendix.

Assessment and Grading

Flexible timelines will be provided to all students to accommodate for individual/family needs during this period of closure. Regular grading will occur.

Upon re-entry to school, informal assessments will be administered to evaluate students' instructional needs and identify potential learning losses.

Graduation and other ceremonies

A virtual graduation will occur in the event that students, families, and staff are unable to gather in person. The same will apply to all celebrations, including National Honor Society, 8th grade promotion, 5th grade Move Up, and other such events.

Summary

This document details the Parsippany-Troy Hills Township School District plan to provide distance learning options in the event that the district must be closed due to an emergency health situation. This plan aligns with state-required minimum guidelines by providing equitable access to instruction for all students. Additionally, provisions are included for appropriate special education and related services for students with disabilities, as well as interventions for General Education and ELL students. Students eligible for Free/Reduced lunch will be provided nutritional options as detailed above.

APPENDIX

Preschool Guidelines for Distance Learning



Tips and Tools

- Excellent resource to drive your planning: [Keeping Classroom Connections Alive](#)
- Don't reinvent the wheel. Try to stick with typical scope, sequence and themes, and adapt it to work within this new framework.
- Stay connected with families. Reach out to parents regularly. Offer different venues to communicate. Consider posting office hours where you will be available for parents. Log correspondence.
- Provide one to one and small groups for students who have IEPs, or others in need of extra attention.
- May use Google Hangout, Zoom, Seesaw, Classdojo.
- Remain flexible. It's a lot to juggle. You are balancing your personal needs with your work, and so are our parents. It's a work in progress- so let's model our very best growth mindset.

Guidelines for Instruction:

****One literacy activity a day such as:**

- *Read aloud
- *Phonics/phonemic awareness activity

****One numeracy activity a day such as:**

- *Number sense
- *Patterns
- *Counting

◦ One readiness activity a day such as:

- *Shapes
- *Colors
- *Body parts
- *Calendar

◦ One music through movement such as:

- *Go Noodle
- *Posted links on Youtube (Jack Hartmann)

◦ One gross/fine motor:

- *Cosmic kids (yoga)
- *Outside play
- *Arts and craft project

****One play a day such as:**

- *Suggested play/exploration based on lessons/theme (be mindful of family structure)

****One social opportunity/connection (via Google Meet/Zoom) a day such as:**

- *Circle time/morning meeting
- *Read aloud
- *Music through movement

*** means priority activities*

Autism & MD Class Guidelines for Distance Learning



Tips and Tools

- Don't reinvent the wheel. To the degree that is appropriate, continue to follow the same scope, sequence and teaching progressions that typically guide your instruction. Collaborate with your colleagues to share ideas and resources. Consider joining forces with related service providers to deliver services to students and parents.
- Consider posting office hours where you will be available to respond to parent emails and questions. Log correspondence and attempts to communicate with hard to reach families.
- Create a schedule for yourself and your students- and stick with it! This will allow everybody to plan accordingly, and will provide a sense of consistency and predictability for children.
- Find one or two platforms that work well and avoid using multiple platforms. Google Classroom, Seesaw and Classroom Dojo work well to organize resources and materials for students and parents. Google Hangouts and Zoom may be used for live meetings and instruction.
- Remain flexible. We are all in the same boat here. It's a lot to juggle. You are balancing your personal needs with your work, and so are our parents. It's a work in progress- so let's model our very best growth mindset :)

Guidelines for Instruction

- 1-2 new goals (acquisition programs)
 - Consider incidental teaching as a good place to start
 - Programs may be altered to suit the home environment
 - Parents will need training and support
- 3-4 maintenance programs
- Collect data once a week
 - May ask parents to collect data throughout the week
 - Use live sessions, video or submitted work to take data

- Two live sessions a week- per student
 - Can be individual or small group
 - Attempt live direct instruction and document if a student does not respond to this instruction
 - If students do not respond to direct instruction, live sessions can include observing a student with a parent or parent training

- Additional lessons and activities can be posted or recorded and shared with students and parents

- Instruction must enable you to assess student progress
 - Direct instruction
 - Direct observation
 - Video
 - Pictures

- Paraprofessionals may assist by
 - Supporting direct instruction via live teacher sessions
 - Preparing materials
 - Creating videos for students
 - Read alouds
 - Daily Message/Greeting
 - Question of the day
 - Model a skill to be taught
 - Model teaching protocol for parents (if they have a child of their own willing to participate in the filming)

LLD Guidelines for Distance Learning

Tips and Tools

- Don't reinvent the wheel. Continue to follow the same scope, sequence and curriculum that typically guide your instruction. Collaborate with your colleagues to share ideas and resources.
- Consider posting office hours where you will be available to respond to parent emails and questions. Log correspondence and attempts to communicate with hard to reach families.
- Create a schedule for yourself and your students- and stick with it! This will allow everybody to plan accordingly, and will provide a sense of consistency and predictability for children.
- Find one or two platforms that work well and avoid using multiple platforms. Google Classroom, Seesaw and Classroom Dojo work well to organize resources and materials for students and parents. Google Hangouts and Zoom may be used for live meetings and instruction.
- Remain flexible. We are all in the same boat here. It's a lot to juggle. You are balancing your personal needs with your work, and so are our parents. It's a work in progress- so let's model our very best growth mindset :)

Guidelines for instruction

- Daily Reading, Writing and Math lesson
 - Subjects can be integrated into one lesson/activity
 - Students receiving Orton should an Orton lesson/activity daily
 - Can combine grade levels to target common goals
- One live session a day (every student participates in one daily live session)
 - Can be small or whole group
 - Rotate subjects that go live (Monday- Reading, Tuesday- Math...) * *Full implementation by 4/27*
- Lessons and activities can be posted or recorded and shared with students and parents
- Instruction must enable you to assess student progress
 - Direct instruction
 - Direct observation
 - Video
 - Pictures of work samples
 - Track and document progress according to IEP goals
- Paraprofessionals may assist by
 - Supporting direct instruction via live teacher sessions
 - Preparing materials
 - Creating videos for students
 - Read alouds
 - Daily Message/Greeting
 - Question/Problem of the day
 - Student incentives & motivation

RC/ICS Guidelines for Distance Learning



Tips and Tools

- Don't reinvent the wheel. Continue to follow the same scope, sequence and curriculum that typically guide your instruction. Collaborate with your colleagues to share ideas and resources.
- Consider posting office hours where you will be available to respond to parent emails and questions. Log correspondence and attempts to communicate with hard to reach families.
- Create a schedule for yourself and your students- and stick with it! This will allow everybody to plan accordingly, and will provide a sense of consistency and predictability for children.
- Find one or two platforms that work well and avoid using multiple platforms. Google Classroom, Seesaw and Classroom Dojo work well to organize resources and materials for students and parents. Google Hangouts and Zoom may be used for live meetings and instruction.
- Remain flexible. We are all in the same boat here. It's a lot to juggle. You are balancing your personal needs with your work, and so are our parents. It's a work in progress- so let's model our very best growth mindset :)

Guidelines for Instruction

- Daily Reading, Writing and Math lesson
 - Subjects can be integrated into one lesson/activity
 - Students receiving Orton should have an Orton lesson/activity daily
 - ICS teachers continue to plan & instruct collaboratively with gen ed teacher
- One live session a day (every student participates in one daily live session)
 - This may include co-teaching a lesson with gen ed teacher
 - ICS teachers may pull small groups that includes gen ed students
 - Pull out RC may be small group or whole group
 - Rotate subjects that go live (for example, Monday- Reading, Tuesday- Math...)

**Full implementation by 4/27*

- Lessons and activities can be posted or recorded and shared with students and parents

- Instruction must enable you to assess student progress
 - Direct instruction
 - Direct observation
 - Video
 - Pictures of work samples
 - Track progress according to IEP goals

- Paraprofessionals may assist by
 - Supporting direct instruction via live teacher sessions
 - Preparing materials
 - Creating videos for students
 - Read alouds
 - Daily Message/Greeting
 - Question/Problem of the day
 - Student incentives & motivation