



# **CLIFTON PUBLIC SCHOOLS**

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## **Clifton Public Schools Public Health Related School Closure Preparedness Plan**

### **Overview**

This plan serves as the Clifton Public Schools response to recent guidance (March 5, 2020) from the New Jersey Department of Education pertaining to the current outbreak of 2019 Novel Coronavirus (COVID-19). The NJDOE has advised that “schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events.” If Clifton Public Schools receives notification of a public health-related closure, this plan outlines the home instruction services, in accordance with district Policy and Regulation 8451--Control of Communicable Disease and district Policy and Regulation 2412-- Home Instruction, that will be offered in order for the days schools are closed to count towards compliance of the traditional 180-day requirement in accordance with N.J.S.A. 18A:7F- 9. The plan has been developed in consultation with all district departments and the Clifton Teachers Association. This plan will only be implemented if the district receives notification from either the New Jersey Department of Health (NJDOH) or the Clifton Health Department, and the district is aware that absent such notification the day will not count towards the 180-day requirement.

The days schools are closed in Clifton for an approved health-related closure will be referred to as Distance Learning Days. The intent of a Distance Learning Day is to provide students with meaningful learning experiences that are aligned to the curriculum, following the NJSLS. This plan outlines steps necessary for Clifton Public Schools to provide continuity of instruction in the event of such an emergency closure

### **Format**

The Clifton Distance Learning Plan provides for synchronous and asynchronous online and offline learning options for all students in grades K to12, packet activity based options for preschool and paper /pencil version of the online activities for the small percentage of students who do not have access to internet or devices (family surveys identifying this need have been completed). Up to four hours of student work across all content area are provided and may be completed daily at any time suitable for each family. Teachers will be available for two set “office hours” each school where they

will be available to respond to student/parent email questions, manage Google Classrooms, and conduct “hangouts” chats with students and families to provide learning support, guidance and any assistance required for students to access the curriculum provided. An additional hour serves as teacher communication, preparation and management time for Google Classrooms and collaboration with peers and administration. Paper based work will be submitted upon return. By virtue of logging in or otherwise accessing the Google Classrooms or any related learning product, a student is considered present and will be recorded as such in the district absence monitoring system RealTime. Adjustments may be made accordingly upon return to regular school. According to the NJDOE there is no required direct student and teacher interface/interaction during an emergency closure. Clifton teachers will be available via email to all families during “office hours” as indicated herein. Teachers have the flexibility to plan learning opportunities to meet their current classrooms and student needs.

### **Responsibilities: Preschool**

In the event that schools are required to close per the Department of Health, Clifton Preschool Students will be provided with take home packets of developmentally appropriate hands on activities following guidance from the NJDOE Division of Early Childhood. Activities and recommendation for parent interactions are recommended and will be at parental discretion for implementation. Preschool teachers will be available to respond to parent emails during “office hours” from 9:00 to 11:00 during regularly scheduled school days.

### **Responsibilities: K-5**

In the event that schools are required to close per the Department of Health, Clifton Elementary will provide two to four hours of daily self-directed online or paper based distance learning. Grade level asynchronous, self-directed, teacher supported Google Classrooms have been built taking the developmental needs of each grade into account. Each grade level Google Classrooms includes ELA, Math, Science, Social Studies, Art, Music, World Language and Health and Physical Education. Assignments are being provided for up to 20 days and can be extended. The majority of the assignments in these grade level classrooms utilize existing online learning programs that are used regularly by Clifton students and include MyOn Reader, Defined STEM, Imagine Math, Dream Box, Prodigy, Study Island among others. These products can level instruction in order to provide modifications for ELL, Special Needs, G and T and At Risk students. Students are familiar with navigation and can easily find the lessons they have been assigned based on their needs. Other assignments include paper and pencil activities and research projects assigned through the Google Classrooms and in paper based packets that mirror the classrooms activities. These teacher supported classrooms will be utilized by all classes K to 5. During this time, staff will continue to afford

students with meaningful learning experiences aligned to curriculum and connected to standards. While students can choose to complete their daily NJSLA based assignments at any time of day convenient for their family it is highly recommended that they do a portion of their learning while teachers are holding “office hours” from 9:00AM to 11:00AM every regularly scheduled school day, providing support via email and Google hangouts as needed. Student work or logging into the Google Classrooms or related online product will serve as evidence of school attendance. Teachers will indicate the due date on any work that requires submission.

### **Responsibilities: 6-8**

In the event that schools are required to close per the Department of Health, Clifton Middle Schools will provide two to four hours of daily self-directed online or paper based distance learning. Grade level asynchronous, self-directed, teacher supported Google Classrooms have been built taking the developmental needs of each grade into account. Each grade level Google Classrooms includes ELA, Math, Science, Social Studies, Art, Music, World Language and Health and Physical Education. Assignments are being provided for up to 20 days and can be extended. The majority of the assignments in these grade level classrooms utilize existing online learning programs that are used regularly by Clifton students and include MyOn Reader, Defined STEM, Imagine Math, Dream Box, Prodigy, Study Island among others. These products can level instruction in order to provide modifications for ELL, Special Needs, G and T and At Risk students. Students are familiar with navigation and can easily find the lessons they have been assigned based on their needs. Other assignments include paper and pencil activities and research projects assigned through the Google Classrooms and in paper based packets that mirror the classrooms activities. These teacher supported classrooms will be utilized by all classes 6 to 8. During this time, staff will continue to afford students with meaningful learning experiences aligned to curriculum and connected to standards. While students can choose to complete their daily NJSLA based assignments at any time of day convenient for their family it is highly recommended that they do a portion of their learning while teachers are providing “office hours” every regularly scheduled school day providing support via email and Google hangouts as needed. Student work or logging into the Google Classrooms or related online product will serve as evidence of school attendance. Teachers will indicate the due date on any work that requires submission.

Middle School Teachers will be available for “office hours” on a slightly staggered schedule to allow time for student who need support and responses from multiple content teachers to be able to access email or Google hangouts support.

Middle School Departmental Teacher Office Hours Daily Monday to Friday	
8:00-10:00	Science, World Language, Special Education
8:30-10:30	Math, Fine and Performing Arts, Health and Physical Education
9:00-11:00	English, Social Studies, ESL

### **Responsibilities: 9-12**

In the event that schools are required to close per the Department of Health, Clifton High Schools will provide up to four hours of daily self-directed online or paper based distance learning. Since Clifton High School is a 1 to 1 school teachers have the option of providing their own individual Google Classrooms instruction. Individual Course based fully teacher directed Google Classrooms are available for all high school courses should the teacher already have a Google Classroom with which their students interact. Students should expect to complete 2 to 4 hours of work a day depending on their course schedule. Deadlines will be assigned at the discretion of the classroom teacher and will be reasonable considering the nature of the emergency being experienced. Assignments should be worthwhile and look to ensure continuity of instruction, but should also be realistic for students to complete outside of the classroom with varying types of technology available to them. Existing Google Classroom expectations will be modified to fit this distance learning criteria. Submitted work will be returned either graded and/or with feedback in a timely manner.

At the same time, for all courses that do not yet use an individual Google Classrooms, or should a teacher be absent, ill or unable to manage their individual classrooms for reason related to this health emergency, departmentally developed content based Google Classrooms are provided as a backup for all students. These departmentally developed asynchronous, self-directed, teacher supported Google Classrooms have been built taking the developmental needs of each grade into account. Each grade level Google Classroom includes ELA, Math, Science, Social Studies, Art, Music, World Language and Health and Physical Education. Assignments are being provided for up to 20 days and can be extended. The majority of the assignments in these grade level classrooms utilize existing online learning programs that are used regularly by Clifton students and include Defined STEM, Imagine Math, and Study Island among others. These products can level instruction in order to provide modifications for ELL, Special Needs, G and T and At Risk students. Students are familiar with navigation and can easily find the lessons they have been assigned based on their needs. Other assignments include paper and pencil activities and research projects assigned through the Google Classrooms and in paper based packets that mirror the classrooms activities. These teacher

supported classrooms will be utilized by all classes 9 to 12. During this time, staff will continue to afford students with meaningful learning experiences aligned to curriculum and connected to standards. While students can choose to complete their daily NJSLA based assignments at any time of day convenient for their family it is highly recommended that they do a portion of their learning while teachers are providing “office hours” every day providing support via email and Google hangouts as needed. Student work or logging into the Google Classrooms or related online product will serve as evidence of school attendance. Teachers will indicate the due date on any work that requires submission.

High School Teachers will be available for “office hours” on a slightly staggered schedule to allow time for student who need support and responses from multiple content teachers to be able to access email or Google hangouts support.

High School Departmental Teacher Office Hours Daily Monday to Friday	
8:00-10:00	Science, World Language, Special Education
8:30-10:30	Math, Fine and Performing Arts, Health and Physical Education
9:00-11:00	English, Social Studies, ESL

### **Equitable Access to Instruction**

In order to ensure equitable access to instruction multiple steps have been taken. Clifton conducted a preparatory survey of at-home online and device access. The small percentage of families lacking one or both have been identified and will be provided offline, printed packets of instructional materials. In the event a family was missed or requires to work online unexpectedly, additional copies of grade level packets will be available at the three satellite nutrition locations (Clifton High School, Christopher Columbus Middle School and School 17). For students who, due to age (preschool) or special needs, are better served with offline instruction, individualized packets are being prepared and will be provided to these students. Work completed in Google Classrooms can also be accessed offline. Students will be provided appropriate accommodations when possible. Technology based lessons are assigned based on student learning needs, can be adjusted for reading level and have scaffolded supports.

## **Specialized Populations**

The online products being utilized can level instruction in order to provide modifications for ELL, Special Needs, G and T and At Risk students. Google Classroom and related activities take into account IEP and specialized population needs. English Language learners can access lower English readability materials and scaffolding tools are built in.

## **Special Education**

Related Services Providers, including but not limited to CST, Speech, OT and PT, District Psychologists and Behaviorists and Special Education Technology Integration Coach are preparing take home plans for at home use. Individual plans will be shared with families and related service providers will be available to answer questions and provide support via email and hangouts during “office hours” to the extent possible. Case managers will identify all future IEP meeting dates. In the event that schools are closed, a conference model will be employed wherein remote conferencing will take place between the appropriate stakeholders if possible to ensure IEP compliance.

Compensatory time for related services will be considered on a case-by-case basis based on the regression and recoupment model set forth in N.J.A.C. 6A:14. Modifications are consistent with students’ individualized education programs. Staff may be available remotely to assist students.

## **School Nutrition**

The Clifton Public Schools already participate in the Department of Agriculture Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) programs. Following the waiver request in this area, the district will use this model to meals to students on free or reduced lunch, when possible. Pomptonian will prepare appropriate grab and go breakfast and lunch to be available at three satellite locations that have been successful for community feeding in the past and are centrally located: Clifton High School, Christopher Columbus Middle School and School 17. Additional sites may be provided if needed. The district will communicate directly with families of students on free or reduced lunch.

## **Professional Development**

All staff has been provided training in the online products utilized to provide student instruction. All online programs are programs that teachers and students have been utilizing regularly throughout the school year. Login and Help guides are available to staff throughout district online Google Curriculum Drive should additional support be needed. A ½ day PD day utilizing a snow day, as well as staff meetings, are being used to turn key this plan to all staff. Staff members requiring additional support

using Google classrooms have sessions provided. Students are having a “dry run” of expectations in anticipation of utilizing this plan. This “dry run” includes:

- teachers ensuring that all of their students are included in and assigned to the correct Google Classrooms
- students and teachers having all needed login information with them and available at home
- students being made aware of expectations and how to find help
- paper packet readiness for all students identified as needing offline instruction
- extra paper packets ready to be deployed to satellite distribution locations

### **General Expectations For All Staff:**

All staff working remotely are expected to be available from 8:00 until 11:00 from Monday through Friday.. “Office Hours” for email and hangouts communication with parents and students are differentiated by the needs of the staff members’ position, grade level and role in the district. Virtual staff meetings and other collaboration can take place at any time during the 8:00 to 11:00 window.

### **Faculty Expectations**

Teachers are required to be available by email and can also use Google Hangouts to provide as needed support and responses to questions during the “office hours” indicated above. Learning experiences planned for students should be meaningful and should be able to be completed without extensive interaction with a teacher. “Busy work” should be avoided. Student work assigned by each classroom teachers in individual Google classrooms should not exceed what the district has determined as an appropriate amount of time for that day. Students are expected to complete two to four hours per day, encompassing all courses, depending on individual student schedules.

### **Child Study Team (CST) Expectations**

All Child Study Team members will hold office hours from 9:00 to 11:00 to respond to parental, teacher and student emails. Communication with stakeholders and staff will take place via email and hangouts. To the extent possible, a conference model will be employed wherein remote conferencing may take place between the appropriate stakeholders, if possible to ensure IEP compliance. CST will reschedule meetings with parent consent to extend compliance deadlines. CST will work remotely to complete outstanding IEPs, schedule upcoming meetings, complete letters of invitation, and send letters of invitation via email. CST can also complete outstanding evaluation reports and perform as

many traditional tasks as possible and remain in contact with Departmental Administration and Teachers as needed.

### **Counselor Expectations**

All Counselors will hold office hours via email and/or hangouts from 9:00 to 11:00 in order to continue to check in with the students they know will need academic and school support during this time, take referrals from teachers about who to follow up with and check in on, respond to parent and student emails and perform as many traditional tasks as possible.

### **Nurse Expectations**

All nurses will hold office hours via email and/or hangouts from 9:00 to 11:00 in order to act as a liaison between the health department and school administration, assist the administration with communications, communicate with families and perform as many traditional tasks as possible.

### **Media Specialists Expectations**

All media specialists will hold office hours via email and/or hangouts from 9:00 to 11:00 to support teachers, where appropriate, assist the tech team with login troubleshooting and perform as many traditional tasks as possible.

### **Technology Department Expectation**

All technicians will hold office hours via email and/or hangouts from 8:00 to 11:00 to support teachers, where appropriate, assist with troubleshooting, document support requests as needed, maintain real-time communication with the tech team and perform as many traditional tasks as possible.

### **Maintenance and Custodial Staff Expectations**

All maintenance and custodial staff will be asked to report to work on a modified schedule and will follow all directives of the maintenance department.

### **Administration Expectations**

All Administrators are expected to hold “office hours” from 8:00 to 11:00 to guide and support all staff and be a resource to the students, families and community in the implementation of the plan described to provide distance learning and instructional continuity to the children of the Clifton Public Schools during this public health emergency. The entire administrative team will collaborate via email, hangouts or other methods regularly as needed.