

## **Camden County Pine Hill School District COVID-19 Preparedness Plan**

**DISTRICT NAME: Pine Hill School District**

**DISTRICT CONTACT: Dr. Kenneth Koczur, Superintendent**

### **Essential Employees (list all):**

**Superintendent, Business Administrator, Director of Curriculum and Instruction/School Safety Specialist, Facilities Director, Supervisor of Counseling, Supervisor of Special Services, Principals, Vice Principals, Athletic Director**

**Specific Maintenance Staff as directed by the Facilities Director**

**Technology Staff**

### **Staffing Considerations:**

- The district will determine whether staff will be required to report to the school building and/or work from home based upon contractual requirements and capacity.
  - Due to social distancing, students may be required to stay home, while staff are required to report to the building to continue to provide services.
  - The district may consider whether teachers can bring their own kids in the building if childcare is a concern for the staff member due to school/daycare closings.
- The district will make considerations for staff members who may bring in doctor's notes who believe that they are possibly infected or have a presumptive positive or confirmation.
  - In cases where teachers are actually sick and not able to interact with students remotely or prepare assignments, the district will develop substitute teacher plans.

## **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

## **Alternatives to Remote Learning**

Should the district determine that remote learning is not appropriate for the students it serves, the following may be considered:

- Providing paper packets of materials
- Giving paper packets and links to online resources for students in grades K-5.
- Giving electronic assignments, but paper copies of the assignments to students in grades 6-12 (to those that do not have online access)

## **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.

## **Special Education**

- The district will consider bringing students into the school to create one-on-one and small groups to provide services for PT, OT and Speech.
- The district may consider sending home packets for services and checking in with students through *google meet*.
- The district will require special education teachers to differentiate instruction to meet the requirements of students' IEPs.
- The district will consider using buses to bring certain students to the school to provide special services as required by their IEP (PT, OT and Speech)
- The district will review all IEP's to maximize the ability to meet the student's needs.

**Pine Hill School District details:**

Staff hours for Remote Learning will be 9am-1pm.

Teaching staff

- Daily Google Form Sign In
- Expected Tasks:
  - Post Classroom Assignments
  - Grade Submitted Assignments
  - Maintain email contact, respond to parents
  - Make Phone contact with paper packet students - keep phone log
  - If using google hangout, must have an administrator participate
  - Continue family check-ins, positive emails home, communications, class newsletters, etc.

CST staff

- Daily Google Form Sign In
- Expected Tasks:
  - Maintain email contact, respond to parents and staff
  - Make Phone contact with Caseload Students - keep phone log
  - Ct. Annual Reviews and testing
  - Rainbow App

OT/PT/Speech

- Per county decisions services will be provided through remote learning
- OR small groups can be bussed for services pending district need and decisions

Counseling Staff

- Daily Google Form Sign In
- Expected Tasks:
  - Maintain email contact, respond to parents and staff
  - Make Phone contact with Caseload Students - keep phone log
  - Google hangout check-ins
  - Provide Support and service communications. Connect/coordinate with outside services as appropriate and warranted.

- Rainbow App

#### Secretaries

- Rainbow App
- Same “Office” Hours as teaching staff
- Admin Provide daily updated information so they can respond to basic questions
- Relay Call Messages to appropriate staff members

Maintenance and Facilities Staff as directed for health response protocols.

#### Instruction Plan:

#### Pre-School

##### 1. General

- a. Because of the age level, all assignments will be in hard copy distributed to families.
- b. Thematic-based family activities based upon Creative Curriculum learning goals and domains (SEL, Physical, Language and Cognitive Development; Literacy and Mathematics).

#### Elementary Grades K-1

1. General: Students with online access will complete assignments through a blended learning model that utilizes Google classroom for teacher plan differentiated and blended learning lessons and activities. Lessons and activities will be a combination of digital/online and traditional print/pen/paper tasks. Digital and online content will make use of current programs such as IXL, ReadyGen, Envisions, Informational Database Subscriptions. Utilization of current programs allows for intervention and enrichment for all students, i.e. ELL, IEP, 504, Gifted and Talented. Students without online access will be provided paper copy work.
2. ELA
  - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)

- b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
- 3. Math
  - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
- 4. Social Studies
  - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
- 5. Science
  - a. Short Term: Google Classroom Assignments, Mystery Science Activities (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
- 6. Other content areas
  - a. Google Classroom Assignments (Packets for students without internet access.) Social/Emotional work from PE and Counseling Office.
- 7. Initially, other content area teachers will be assist core content area teachers

## Elementary Grades 2-5

- 1. General: Students with online access will complete assignments through a blended learning model that utilizes Google classroom for teacher plan differentiated and blended learning lessons and activities. Lessons and activities will be a combination of digital/online and traditional print/pen/paper tasks. Digital and online content will make use of current programs such as IXL, ReadyGen, Envisions, Informational Database Subscriptions. Utilization of current programs allows for intervention and enrichment for all students, i.e. ELL, IEP, 504, Gifted and Talented. Students without online access will be provided paper copy work.
- 2. ELA

- a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
3. Math
- a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
4. Social Studies
- a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
5. Science
- a. Short Term: Google Classroom Assignments, IXL gr. 3-5, Mystery Science Gr. 2 (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
6. Other content areas
- a. Google Classroom Assignments (Packets for students without internet access.) Social/Emotional work from PE and Counseling Office.

## Middle School Grades 6-8

1. General: Students with online access will complete assignments through a blended learning model that utilizes Google classroom for teacher plan differentiated and blended learning lessons and activities. Lessons and activities will be a combination of digital/online and traditional print/pen/paper tasks. Digital and online content will make use of current programs such as IXL, ReadyGen, Envisions, Informational Database Subscriptions. Utilization of current programs allows for intervention and enrichment for all students, i.e. ELL, IEP, 504, Gifted and Talented. Students without online access will be provided paper copy work.
2. ELA
  - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)

- b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
- 3. Math
  - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
- 4. Social Studies
  - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
- 5. Science
  - a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL (Expand Access for students without devices/ internet access.) Blended Learning Models
- 6. Other content areas
  - a. Google Classroom Assignments (Packets for students without internet access.) Social/Emotional work from PE and Counseling Office.
  - b. Other content areas will plan two weeks of digital friendly activities; those activities not rolled out immediately.
  - c. Initially, other content area teachers will be assisting core content area teachers

High School

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| <b>High School</b>  |
| <ul style="list-style-type: none"><li>1. General: Students with online access will complete assignments through a blended learning model that utilizes Google classroom for teacher plan differentiated and blended learning lessons and activities. Lessons and activities will be a combination of digital/online and traditional print/pen/paper tasks. Digital and online content will make use of current programs such as IXL, ReadyGen, Envisions, Informational Database Subscriptions. Utilization of current programs allows for intervention and enrichment for all students, i.e. ELL, IEP, 504, Gifted and Talented. Students without online access will be provided paper copy work.</li><li>2. ELA</li></ul> |

- a. Short Term: Google Classroom Assignments, IXL (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models
- 3. Math
  - a. Short Term: Google Classroom Assignments, IXL, Khan Academy (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models
- 4. Social Studies
  - a. Short Term: Google Classroom Assignments, Khan Academy, (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models
- 5. Science
  - a. Short Term: Google Classroom Assignments, Khan Academy, (Packets for students without internet access.)
  - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models
- 6. Other content areas
  - a. Google Classroom Assignments, Khan Academy, (Packets for students without internet access.) Social/Emotional work from PE and Counseling Office.
- 7. Advanced Placement Courses
  - a. Short Term: Google Classroom Assignments, Khan Academy, (Packets for students without internet access.) Additional Assignments relating to the AP Curriculum
  - b. Long Term: Google Classroom Assignments, IXL, Khan Academy (Expand Access for students without devices/ internet access.) Blended Learning Models

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

As a part of a county-wide agreement, the district affirms that no matter where the students attend school, **students who live in the district community will be fed in-district.** This



includes students in out of district placements, attend districts via school choice, attend private schools or attend another school due to a send/relationship.

#### Considerations:

- Nutriserve – Directors of Nutriserve have proposed that they distribute two weeks work of nonperishable food in boxed meals. The kids will come to the door of the cafeteria and be handed the box.
- Aramark – Will hand out 2-3 days' worth of food at time. Kids will be able to pick up the boxes at school and personnel will go out to the larger apartment complexes to distribute the meals.
- Setting up feeding sites across the township.
- The district will consider using the buses/bus routes to deliver breakfast/lunch

#### **Pine Hill School District details:**

##### **Accommodations of Meals**

1. Meal Pickup will be available at Overbrook High School, 1200 Turnerville Rd Pine Hill, NJ between the hours of 11am-Noon
2. The bagged meal will consist of lunch and the following morning's breakfast
3. The meal is for all children ages 0-18

#### **Attendance**

- For the purpose of identifying a student as “present” the district affirms that if a student is being instructed from home.
- To the extent possible, the district will try to make sure that at least one teacher has contact with a student every day.

#### **Grading**

The district will identify how students will receive “credit” or “grades” for completed work.

#### **Technology**

- For students that have a device, but no internet access
  - The district will partner with Comcast to determine whether additional access can be offered to eligible families.
- The district will ensure that students with devices, have devices that are in working order.
  - The district will set up a repair center in a centrally located area and will have technicians available on site by appointment
  - The district will be sending home paper packets for students without a device.

*For closure in excess of 10 days, Pine Hill School District will make an attempt to provide a device to the student.*

### **Communication Plan to inform community of school shutdown**

In the event of a closure, the district will immediately communicate with parents and the community. Some of the options include:

- Phone blast
- Letter
- Announcement on Website
- Daily communication to parents with updates and reminders of the school status. This will include a statement that it is a school day, but that the building is closed (when applicable)

### **Pine Hill School District details:**

*Pine Hill School District will communicate essential details for shut down and remote learning upon shutdown. During closure, a daily “Remote School Day” announcement inclusive of any updated information will be shared via global call, district and school website post, email blast, and social media post*

### **Large Group Gatherings**

- Until told otherwise, the decision to continue or cancel after-school events will be a district decision. However, attendance will remain below 250 students as per the Governor.

- Until told otherwise, the decision to cancel or continue SAT sessions will be a district decision.
- Once the school closes, all gatherings will be cancelled.

### **Fields Trips**

- All field trips have been cancelled until at least April.

### **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.

### **Testing**

ACCESS testing may be on hold until the school reopens.

### **Athletics**

The decision to continue or cancel practices will be a district decision or in accordance with NJSIAA. Once the school closes, all athletic programs will be discontinued.

### **Resource Sharing**

The district commits to partnering with other districts and community partners to maximize its ability to meet the needs of its students.