

**Glassboro School District Emergency Plan
Revised as of May 14, 2020**

Glassboro Public School District

Contact Information

Superintendent of Schools

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Curriculum and Instruction

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Essential Personnel

Superintendent of Schools

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District Schools and Essential Employees

School	Role	E-Mail	Phone Number
Glassboro High School	Principal	Monique Stowman-Burke mstowman-burke@gpsd.us	856.652.2700 ext.1105
Glassboro High School	Vice Principal	Christian Lynch clynch@gpsd.us	856-652-2700
Glassboro Intermediate School	Principal	LaVonya Mitchell lmitchell@gpsd.us	856.652.2700 ext. 2105
Glassboro Intermediate School	Lead Teacher	Denise Barr dbarr@gpsd.us	856.652.2700 ext. 2106
Glassboro Intermediate School	Admin. Assist.	Oneda Lee olee@gpsd.us	856.652.2700 ext. 2101
Glassboro Intermediate School	Guidance	Brittinee Garcia bgarcia@gpsd.us	856.652.2700 ext. 2201
Glassboro Intermediate School	Guidance	Dave Davenport ddavenport@gpsd.us	856.652.2700 ext. 2211
Thomas E. Bowe School	Principal	Craig Stephenson cstephenson@gpsd.us	856.652.2700 ext.3105
Thomas E. Bowe School	Vice Principal	Kelly Marchese kmarchese@gpsd.us	856.652.2700 ext. 3104
Dorothy Bullock School	Principal	Richard Taibi rtaibi@gpsd.us	856.652.2700 ext.4105
J. Harvey Rodgers School	Principal	Danielle Sochor dsochor@gpsd.us	856.652.2700 ext.5105
J. Harvey Rodgers School	Principal	Melanie Sweeney msweeney@gpsd.us	856.652.2700 ext. 6406

Decision to Close - Chain of Events

1. Glassboro School District will confer with local health officials, primarily the Gloucester County Department of Health, regarding school closure, timing, scope, and duration.
2. Glassboro School District will notify the Gloucester County Department of Education of the closure.

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3. Glassboro School District will communicate the closure to the community, which includes students, families, staff, and community members through all-call telephone systems, the schools' websites and social media presences, and school emails.
4. Glassboro will communicate plans for school and office closures and event/group activity cancellations as appropriate and in as timely a fashion as possible.

Building Closure Procedures and Practices

- The school(s) and district offices, as appropriate, will be closed beginning on the date/time collaboratively determined.
- The extent of closure – whether it impacts students or students and staff – will be determined after conferring with local health officials.
- Only identified essential personnel and building administrators will have access to school buildings during closure.
- All regularly scheduled events, including athletic and extracurricular activities, performances, etc. will be cancelled or postponed until further notice.
- All facility rentals will be cancelled or postponed until further notice.
- Before and after school childcare will be cancelled.
- Students will be asked to take all necessary learning technology and curricular materials home with them for use in e-learning for the duration of the closure as directed by their teachers.
- Staff will be required to take all work-related technology and tools home with them for use in support of e-learning or telecommuting for the duration of the closure as directed by their supervisor.

Instructional Plans for Students

- Grades PreK-5: Students completed paper-based packets and at the beginning of April elementary teachers began using the educational platform Seesaw, which allows teachers to provide information and instructions to students.
- 6th-12th Grade: Students will complete computer-based assignments via platforms such as ClassDojo.com, Google Classroom, IXL.com, NewsELA.com, MobyMax.com, NJCTL.org, etc. Assignments are updated weekly and in many cases daily.
 - These are platforms that the districts regularly use. Teachers have provided instructions to students and parents on how to access these platforms.

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- All families have been surveyed regarding their home internet access. All families have access to internet and devices. Should parents lose internet access during the shutdown, alternate assignments have been provided.
- Plans for each of the schools will be posted on our district website and will highlight pertinent information. Additionally, the Superintendent of Schools posts a weekly update for parents, staff, and community members weekly.
- Assignments will focus on building key skills and reviewing content; teachers will provide ample formative feedback for students to continue to make progress towards grade level goals.
- Materials to complete assignments will be limited to general school supplies.
- Instructional accommodations and modifications will be made to the best of our current ability. Teachers will leverage technology resources that are adaptable to individual student needs, such as modifications available in IXL.com and NewsELA.com.
- The emergency transition to distance learning has prompted the board of education to temporarily append the district grading policy. Disparities in students' household resources and experiences, as well as educators' limited oversight of remote evaluation, requires modifications of the traditional grading regulations that are equitable, supportive of the district's unique demography, and in accordance with NJDOE assessment guidelines. Similarly to NJSLA scoring rubrics, it is proposed that students will receive final course marks as partially proficient, proficient, or highly proficient. No student will earn an official grade lower than partial proficiency, or 60%. Those who demonstrate proficiency will earn an 80%. Highly proficient students will earn a 100%. Although the existing grading policy will still be available for daily or individual assignments, this modified assessment method should be applied to all semester-end or year-end courses for students in grades 4-12.

Plans for ELLs

- Students and parents can check in with their designated ELL teacher who will provide services on an ongoing and as needed basis. Materials can be translated and will be updated frequently via the district web-page and Google Classroom.

Guidelines for Certificated Staff

- Assignments should be focused on building key skills or reviewing content in grades Pre-K-5.
- Assignments should be easily understood by parents so that they can help their students.

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- Assignments should be manageable in length.
 - Grades Pre-K-6, each subject area should not take more than 20-30 minutes to complete.
 - Grades 7-8, each subject area should not take more than 30-40 minutes to complete. Please chunk it down so it is easier to complete.
 - Grades 9-12, each subject area should not take more than 30 minutes to complete. Please chunk it down so it is easier to complete
- Each grade level/team/content area will determine the number of assignments to be completed, daily. For younger students, teachers may want to do 1 short assignment each day. For older students, teachers may want to do 1-2 longer assignments to be split over the week. Teachers may include a suggested daily schedule of activities identifying which assignments should be completed on Day One, Day Two, etc.
- Materials to complete assignments should be limited to general school supplies.
- If students do not complete the assignments over the shutdown, we will ask students to make them up.

Delivery Formats

60 Days of Complimentary Service from Comcast

<https://www.internetessentials.com/covid19>

PreK-5th Grade: All assignments will be paper-based. You are also required to supplement with internet-based activities that would be familiar to students and families that must be posted on your individual websites such as (Kahn Academy, IXL, etc.).

- All packets were sent home on Friday, March 13, 2020. For any students who were absent on Friday. Provide hard copies to be taken home on Monday, March 16, 2020.
- Copies of assignments will also be posted on each school's webpage and through other means.
- 6th Grade - High School: All teachers are to provide computer-based instruction.
 - Please do not require anything that needs to be printed at home.
 - Please make general notes about what students should do if they do not have/lose internet access.
 - Weekly Plans: Learning Goals are in accordance with our curriculum and attached pacing guides. Teachers at the secondary level grades 6-12 will be using Google Classroom to upload assignments and provide asynchronous learning to our students. Please visit www.gpsd.us and then navigate to teacher webpages. Each teacher will update cyber learning plans and communicate either via their website or via links to Google Classroom or other platforms on their websites.

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Teachers and administrators will also be available via email. Teachers will be periodically updating grades in PowerSchool.

Virtual Office Hours/Direct Support (Secondary)

- Tuesday: Math: 9-11am; History: 12-2pm; Guidance/SAC/CST/Nurse 12-2
- Wednesday: English/Lit: 9-11am; Science: 12-2pm
- Thursday: PE/Health: 9-11am; Electives: 12-2pm

Attendance

- Students sign in daily to each class for the purposes of attendance and to check-in with their teachers. Assignments are posted to the school website and also on Google Classroom, Seesaw or Smore, allowing teachers to monitor student progress and check on a student's well-being. Students who did not sign in for several consecutive days are called by teachers, guidance and administrators.

Resources to Help You Plan

- Google Classroom
- NewsELA.com
- NJCTL.org
- FlippedMath.com
- Desmos.com
- Khan Academy
- ActivelyLearn.com
- Duolingo.com
- Scootpad
- Epic
- Kahoot - [Free Access Details](#)
- BrainPOP - [Free Access Details](#)
- [Shake Up Learning Website](#)
- [Asynchronus Learning Slide Deck](#)
- [Digital Choice Boards](#)

Special Education Accommodations and Modifications

- Please address special education accommodations to the best that you can, with extra time, modified work, shortened assignments, extra notes, scaffolding, etc.
- Leverage technology that will adapt to student need - IXL, NewsELA, etc. allow students to access content aligned to their ability.
- Google Classroom allows you to target assignments to groups of students.

Teacher Responsibilities and Parent Communication

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- Google Classroom is being used in grades 6-12.
- Teacher webpages must be active and updated on a weekly basis in grades K-5.
- Remind.com is also a great, free service to communicate with students and parents.
<https://www.remind.com/teachers>
- If you are making a phone call to a parent/student from your personal phone, dial *67 BEFORE you dial the phone number. This will block your number from displaying on their caller ID.
- Please check your email twice per day (9:00 AM and 12:00 PM) and respond to all parent communication by the end of the school day. (3:00PM) Parents may be reaching out for assistance or clarification about assignments and access to online platforms. In terms of time per day, we would estimate that teachers would spend 1-2 hours each day checking emails, monitoring progress, communicating with parents and students, grading assignments, etc. Technically, home instruction counts as school being in-session, so teachers are on-contract. While some schools are requiring live instruction via video conferencing or for teachers to come into the building, we are not requiring that. We hope that you'll use the additional time to take care of yourself, your family, etc. We know the planning for this is inconvenient, but we hope that the reduced requirements in the event of a shutdown will balance out.

Special Education Services

- The following platforms are being utilized to provide virtual instruction to all students, including those with IEPs:
 - Google Classroom
 - NewsELA
 - Screencastify
 - Ed Puzzle
 - Zearn
 - Razz Kids
 - iXL
 - MyVRSpot
- Special education teachers are utilizing Webex to conference call students and provide individualized instruction. Accommodations and modifications are being provided virtually. Assignments are being differentiated by special education teachers.
- Related service providers employed through the Glassboro School District are utilizing TheraPlatform to provide virtual speech and language and occupational therapy.
- Related service providers contracted through Virtua are utilizing Zoom Business to provide virtual occupational therapy and physical therapy.
- CST school psychologists and social workers are providing counseling services when services are a part of the students' IEPs.

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- Special education students in grades 1-12 have been provided with laptops to be able to access these virtual services.
- Teachers are collecting formative and summative assignments, which will help them to document student progress.
- Related service providers continue to log services through the SEMI program.
- Case managers will reach out to parents on a weekly basis to provide support and check on progress. Case managers will conduct virtual annual review meetings.
- Evaluations that can be completed virtually, such as social history reports and interview portions of other evaluations, will be completed. Evaluations that require face-to-face interaction will be completed once school resumes.

Extended School Year (ESY)

- If Governor Murphy determines that schools are permitted to provide an in-person ESY program, district administration will meet to determine whether an in-person program is feasible. If the program is feasible, it will be held July 13-August 6, Monday-Thursday, 8:30-10:30 (Pre-K) and 8:30-12:30 (kindergarten and up), at Dorothy L. Bullock School.
- If an in-person ESY program is not feasible, ESY will be held virtually. Special education teachers will provide academic instruction daily. This will be a combination of virtual instruction and follow-up activities. Related services, including speech and language, OT, and PT services, will be provided virtually. TheraPlatform will be utilized to provide speech and language services and OT services. PT services will be contracted through Virtua, and Virtua is currently utilizing Zoom for Business as their therapy platform.

Guidance, Mental Health, and Other Services

- Check-ins for the most at-risk students by the assigned guidance counselors, mental health coordinator, student assistance coordinator, social workers, school psychologists, etc. will occur at least every other day or on a schedule determined by Guidance and Special Services. For grades K-6, this includes a weekly check-in with the families of students participating in groups.
- When communicating with parents, we encourage staff to protect their personal information by utilizing *67 when dialing from their own phones or using Google Hangouts to make calls.

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Hourly Personnel Responsibilities

- Instructional Aides: Responsibilities at home could include home-based tasks to prepare for future instruction, completion of additional professional development modules or book studies, or offer the opportunity to trade time in the summer.

- Maintenance, Transportation: Responsibilities at home could include the completion of professional development modules, additional cleaning protocols, assisting with food distribution/delivery, or offer the opportunity to trade time in the summer.
 - Drivers assigned to schools that remain open will continue to drive assigned routes.

- Office and Other Support Staff: Responsibilities at home could include the completion of professional development modules, assisting with food distribution/delivery, or offer the opportunity to trade time in the summer.

Parent Communication

- Teachers will leverage technology resources when applicable to communicate with parents, including Google Classroom, ClassDojo, Remind101, etc.

- The districts will continue to use the school websites, social media, emails, and automated calling systems to keep parents and community members informed of any changes.

- When necessary, materials will be provided to parents in their home language. When necessary and possible, we will utilize available bilingual staff to translate for parents.

Nutrition Services

- Glassboro Public Schools has submitted Form#199 Waiver to Serve Meals During a COVID-19 Dismissal under the Summer Food Service Program to snpspecialprojects@ag.nj.gov on March 14, 2020.

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- Students are receiving “free meals on the go” during the school district closure. Glassboro School District and Chartwells worked together on the plan to make that possible. Glassboro parents can pick up prepackaged breakfast and lunch for students, Monday – Friday from 8 a.m. – 1 p.m. at Dorothy L. Bullock School. The meals meet nutritional guidelines and include food such as milk or lactose free milk, cereal or breakfast muffins, fruit, sandwiches, vegetables, etc.

Cleaning and Maintenance Procedures

- Following the New Jersey Department of Health and CDC guidelines, the schools will follow procedures for cleaning and disinfecting with an EPA-registered product. This includes the daily sanitizing of surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys.

Out of District Students

- We will maintain open lines of communication with schools in which students are placed out-of-district about how best to support these students.
- Case managers will reach out to all families of Out of District students on a schedule determined by the Director of Special Services if the Out is District placement is closed.
- Glassboro’s transportation department will continue to transport students to out-of-district placements.

Transportation

- Transportation for students in schools that are not closed will continue as scheduled via the transportation department and any current transportation contracts and agreements.

Resuming the Regular Academic Program

- In the event of school or office closures related to COVID-19, Glassboro will communicate when administrators and Gloucester County Department of Health officials have conferred and determined that it is safe to return to school as well as what steps and precautions will need to be followed at that time.
- All schools, offices, buses, and support vehicles will be cleaned and sterilized, as appropriate, prior to reopening of buildings. As school is reopened, a process for cleaning and disinfecting equipment (i.e. laptops, cell phones, etc.) and materials brought home during closure will also be implemented. Cleaning and sterilization practices will be guided by recommendations from the Gloucester County Department of Health.

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- Communications platforms that will be utilized to share information about the reopening of the buildings and the reentry process will include, but are not limited to, the school websites and social media platforms, all-call recordings, and emails to staff and families.

- Glassboro Schools will make every effort to return to “business as usual” following any necessary closures as soon as it is safe to do so.