



PUBLIC HEALTH- RELATED SCHOOL CLOSURE PLAN

Palmyra School District

Board approved: March 11, 2020
Updated: March 20, 2020
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Executive County Superintendent
Daryl Minus-Vincent
Office of Burlington County

Dr. Brian J. McBride
Superintendent of Schools

I. INTRODUCTION

The Palmyra School District (District), Burlington County, recognizes the importance of continuing to educate its students in the event of a pandemic outbreak. While the District understands it might not be able to operate fully in a traditional school model, this plan will assist the District in continuing to provide students with a high-quality education.

II. PURPOSE

This plan provides guidance to the Palmyra School District and may serve as the plan for maintaining essential functions and services during a pandemic outbreak. It does not replace or supersede any laws or policies; it simply serves as a guideline to address continuity of operations of the school district, aligned to the requirements set forth by the New Jersey Department of Education (NJDOE) specific to disease outbreak.

Those requirements include:

- Component 1: Equitable Access to Instruction;
- Component 2: Addressing Special Education Needs;
- Component 3: Addressing ELL and Bilingual Needs;
- Component 4: Safe Delivery of Meals;
- Component 5: Length of Virtual or Remote Instructions Day;
- Component 6: Attendance;
- Component 7: Facilities;
- Component 8: Summer Programming;
- Component 9: Board Approval;
- Component 10: Posted on Website;
- Component 11: List of Essential Employees;
- Component 12: Sending District Notification;

Provisions of this plan to provide remote instruction may be guided by N.J.A.C. 6A:16-10.01 and may include direct services, online instruction, services provided through contract with another district board of education, or any other means developed to meet the needs of our students.

This plan was established to accommodate a public health-related closure of district schools and facilities. The Palmyra Board of Education will develop appropriate responses to the guidance and directive received from the NJ Department of Health and the NJ Department of Education to ensure the safety and well-being of students and staff.

III. COMMUNICATION

Moving forward, the district will use all available communication tools to provide District employees and the community with information and updates. This will include:

- Phone broadcast systems (robocalls);
- School messaging systems such as AppTegy, FaceBook, Twitter, etc.;
- District Website www.palmyraschools.com ;
- Teacher websites;
- Leadership team conference calls and meetings;
- Faculty, department, and grade level conference calls and meetings;
- Staff email;
- Google Meetings, Google Forms, Google Classroom, Google Docs;
- Zoom.

IV. PANDEMIC PLAN

During this time of planning and potential implementation of this plan, the following people are part of the Pandemic Response Team for the School District:

- Superintendent (credentialed School Safety Specialist)
- Business Administrator
- High School Principal
- Middle School Principal
- Elementary School Principal
- Supervisor of Curriculum and Instruction
- Supervisor of Special Services
- Supervisor of Technology
- Director of District Facilities
- School Safety Officer

In addition to the above mentioned district personnel, assistant principals, the athletic director, School Resource Officer, and school nurses needed to assist, will be called upon as needed to be part of the Pandemic Response Team.

Supplemental members of the Pandemic Response Team include:

- the Palmyra Board of Education
- the District's legal advisor, Joseph Betley
- the Palmyra Police Department
- Burlington County Health Department
- Palmyra Borough Office of Emergency Management
- Palmyra School District technology department
- Palmyra School District contracted food vendor, Nutriserve

V. REQUIRED PLAN COMPONENTS

Component 1: Equitable Access to Instruction

During a public health-related closure of schools, the district will take reasonable steps to ensure that ALL students receive appropriate accommodation and equitable access to learning. The district recognizes that during this period of directed closure there may be instances where students may not be able to receive required services at the prescribed level. As such, the district will provide reasonable compensation of services and instruction when normal operations resume. The District has 919 students enrolled with 32% being economically disadvantaged, 17% designated as students with disabilities, 2% designated as English Language Learners (ELL) and 1% identified as being Homeless. As of May 19, 2020, 98% of students are completing work online at home. Lessons for the remaining 2% will be provided in a more traditional manner with books, worksheets, and activities. Students will also receive contact from teachers, guidance counselors, nurses, and case managers (special education students) while school uses remote learning. This is to ensure that students have equitable access to their materials and learning, and to address any needs they may have. More details are provided later in the plan.

Number of Enrolled Students	919
Number of Special Education Students	159 (17%)
Number of Economically Disadvantaged Students	295 (32%)
Number of Homeless / Migrant Students	9 (1%)
Number of English Language Learner (ELL) Students	22 (2%)
Number of Medically Fragile Students (includes 1:1 nursing in district)	0
Percentage of Students with a Device and Internet at	98%
Percentage of Students Without a Device and / or Without Internet at Home	2%

Component 2: Addressing Special Education Needs and Student Services

The Palmyra School District has a robust Special Services Department that provides wrap-around services for all students and families within the district. Services and supports may include direct support and/or referral for special education, 504 Plans, counseling, social services, homeless liaison, nutrition, and medical. The social emotional learning (SEL) for all students is supported through in-classroom programs supported by the classroom teacher and school guidance counselor. During periods of remote learning services and supports for students will continue as reasonably and safely as permissible.

Special Education Services

The Special Services Department has prepared a plan to address Individualized Education Plan (IEP) meetings and address concerns regarding services that will be missed during the days students are at home. Annual Review IEP meetings will be conducted using virtual meetings (Google Meetings/Zoom). If a child is in the evaluation process, all evaluations will resume once school is back in regular session.

Instruction:

In accordance with the guidance provided by the NJ Department of Education, our district has determined that all faculty members will be providing home instruction, primarily through a digital learning approach and or/curriculum paper based activities. Specific information regarding instruction will be communicated through the buildings and/or teacher(s). During the extended closure, Palmyra Public schools will continue to provide a free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services. The teacher's website will be updated frequently with appropriate information and resources. Electronic devices will be provided to students who do not have a device at home. We will make every effort to meet the requirements for teacher-student contact time for students with disabilities via distance learning. Student progress will be monitored and feedback provided online by special education teachers when appropriate, with the opportunity to communicate directly during scheduled times. Upon return to school, the IEP team will determine if additional services are required. IEP meetings will be held as appropriate to determine if additional services are required. IEP meetings will be held as appropriate to determine if compensatory education services are needed to address an individual student's progress toward learning goals and objectives.

a.) All ICR, RR, and LLD Programs

- (1) Students will continue as usual per general classroom instruction by teacher(s). Special education teachers will modify and adapt as appropriate to students IEPs**

b.) Medically Fragile students

- (1) Nurses will call/email to check in on medically fragile students
- (2) Case managers will be sure parents have resources at home for care/treatment;
- (3) Students that have 1:1 nurses will continue to receive services at home

Supports:

During this time, the Palmyra School District will look to provide all services in the usual manner, including progress monitoring of IEP goals in the same method as they are usually done. Considering the following:

- IEP meetings and 504 meetings will continue via phone or Google Meetings and to remain in compliance.
- Provide special education and related services through distance instruction via virtual, online, recorded videos, and/or other modes.
- The IEP team will work collaboratively to monitor progress through practices of observation remotely through assigned work and activities with frequent “check-ins” throughout the week. Check-ins will consist of phone calls, emails and weekly newsletters from case managers.
- Teachers will provide accommodations and modifications for virtual learning. This is documented in all lesson plans.
- Special Education Teachers, Behavior Support Specialists, and Counselors will provide daily office hours for students and families. Additional supports for students identified as suffering from anxiety will be offered stress reducing techniques of mindfulness and yoga.
- Alternate instruction modalities will be developed.
- IEPs will continue to be implemented, as appropriate for virtual learning.
- Re-evaluations will be conducted; however if testing is warranted, it will resume once school is in session.
- Initial evaluations are being postponed until school resumes due to the inability to conduct face-to face assessments as per the state’s recommendation.

Related Services:

Every effort will be made to provide instruction in accordance with each student’s Individualized Education Plan (IEP), many students receive a related service as part of their Individualized Education Plan, which may include speech and language therapy, occupational therapy, physical therapy, and/or counseling. During an extended public health related school closure, related services may be provided through telemedicine and telehealth or through electronic communications, which include virtual, remote, or other online platforms, as appropriate and as required by the student’s IEP to the greatest extent possible. Related services shall be provided by appropriately certified and/or licensed professionals as specified in the student’s IEP. Certified therapists will remain in contact with all parents and will be informed of make-up services. In the event that services are unable to be made up before the end of the school year, the district will

work with them on developing a plan to ensure services are completed in a timely manner. The service providers will keep track of missed and make up sessions to ensure that the child's IEP is being met.

Special Circumstances:

Students will not be penalized for special circumstances that the school is aware of including lack of resources or lack of parental support. Teachers, staff, and service providers will make every effort to accommodate special education student needs. Special Education Students were prioritized in receiving technology and devices to support their learning needs. Teachers will continually stay in contact with families should a particular situation change or need to be adapted.

Communication:

Parent communication will continue through many platforms such as emails, website, phone calls, letters home, Remind/Bloomz, etc.; this includes all out of district parents/guardians as well. All OOD remote learning plans have been received by this LEA. Our OOD case manager will remain in contact with all OOD representatives and parents/guardians through email, Google meets and phone calls.

CST Expectations:

The expectation is that CST teams will continue to develop IEPs, write reports, and plan for next year. Teams can conference through Google hangouts, phone conferencing, and Google classroom. Virtual office hours will be set up to address parent concerns, questions, and reschedule IEP meetings as necessary.

Supports for Homeless Students

The Palmyra School District will continue to identify and support students who are experiencing homelessness. Immediate enrollment of students will occur with necessary supports and services put in to place to ensure a smooth transition for continued academic success. Students have the right to remain in the school of origin; if it is in their best interest.

McKinney-Vento Liaison

The liaison will be in constant contact with our students that fall under the McKinney-Vento Act. The liaison will check on the well-being of the student and their family, and recommend assistance where appropriate.

Component 3: Addressing ELL and Bilingual Needs

Palmyra School District's English Language Learners (ELL) population is closely monitored by the Supervisor of Special Services and a dedicated English as a Second Language (ESL) teacher.

At this time, all ELL students receive daily English classes. During this daily lesson, the ELLs review current English Language Arts (ELA) lessons in a replacement instruction format along with the assistance of Google Translate as necessary. Additionally, students use PLATO Courseware to supplement their instruction (virtual, 1:1, remediation).

Palmyra School District communicates with parents through a variety of means in their native language. For example, parents are sent emails, phone calls, and texts which instruct them how to obtain modified materials. Additionally, Google Classroom and/or OnCourse LMS is utilized to communicate with students and parents.

Interpreters

The involvement of contracted services is utilized to provide translation services and assistance to families and staff during this time remote learning.

- Teachers are providing accommodations for virtual learning. This is documented through all lesson plans.
- ELL Teachers provide daily office hours for students and families.
- ELL Teachers provide support for general education teachers with teaching multilingual learners online.

Component 4: Safe Delivery of Meals

In conjunction with the district's food service vendor, Nutriserve, and in accordance with guidelines established by the NJ Department of Health, the NJ Department of Education, and the NJ Department of Agriculture, bagged or boxed meals will be made available to students. The schedule for meal distribution is posted on the district's website. During the period of school closure meals will not be consumed in district facilities. A non-contact meal distribution process ensures that required social distancing measures are followed.

Student Meal Distribution Schedule - student meals will be distributed using the following scheduled and method:

- Monday only from 10:00 – 11:45 am
- Charles Street School; rear cafeteria doors facing Henry Street parking lot
- Claiming procedure for eligible students is via roster
- Students will be provided five (5) days of meals (breakfast and lunch)
- Food safety is in accordance with USDA approved Biosecurity Plan
- Crossing guards will be stationed at designated locations within the community
- High school students residing the City of Beverly may pick up their meals on Mondays only at the Charles Street School location, or on Mondays and Wednesday from 10:00 am – 12:00 pm at the Beverly City School location.

Distribution of Student Meals in the Palmyra School District

SFA Name:	Palmyra Board of Education
Agreement No:	00503920
Date Meals Distribution to begin:	March 16, 2020
Date Meals Distribution will end:	Indefinite; per NJ Governor's Executive Order 104
Schools/Site where distribution of meals will take place:	Charles Street School, 100 Charles Street, Palmyra, NJ 08065
Meals to be claimed for reimbursement per day:	2; break and lunch

Component 5: Length of Virtual or Remote Instructions Day

Continuity of instruction for the essential functions of the district will continue as long as possible with the Board Offices remaining open and operational in the Delaware Avenue School building. All non-essential staff will work remotely. Student instruction will be conducted remotely using Google Classroom, OnCourse Learning Management System (LMS), and/or through printed and distributed materials.

District and Building Administrator / Supervisor Expectations

District and building administrators and supervisors will be responsible for ensuring that information is passed between the board of education, district, teachers, parents and students. As the situation progresses it will be the district and building administrators and supervisors that will be responsible for the creation of and dissemination of progress reports on the situation.

During the period that the district is closed, the district and building administrators and supervisors will be responsible for the following:

- Continually review ongoing instructional opportunities being provided, both electronic as well as traditional for students under their supervision and complete ongoing instructional logs are maintained.
- Continually review daily staff to student interactions (hours set between 9-11 am and 1-3 pm daily)
- Continually review daily staff to parent/guardian(s) interactions
- Continually communicate (phone, email, social media, webpage) with families of students under their supervision
- Continually respond to parent/guardian inquiries, emails, and any correspondence in supporting the education, social/emotional aspects of our students
- Continually review ongoing scope of work and responsibilities for all non-certified staff under their supervision

- Continually review ongoing scope of work and responsibilities for all custodial functions under their supervision
- Develop a “rescheduling” plan for all school related activities that are postponed if possible.
- Develop a “rescheduling” plan for any school related class trips that are postponed if possible.
- Continue to work on building/student scheduling for the 2020-2021 school year
- Conduct a full school supply audit in order to ensure that 2020 - 2021 projected ordering is accurate
- Conduct a full facilities audit to identify all issues/concerns both large and small and provide the audit to the director of facilities, buildings and grounds
- Review, reflect upon and create a “suggestions list” for changes to current district code of conduct
- Update student handbook for the 2020-2021 school year as applicable
- Review with content area supervisors all student data information both formative and summative in order to develop a cohesive approach to re-entry upon return for students
- Work with superintendent of schools and supervisor of curriculum and instruction to review school performance report information and develop a comprehensive plan of action to address deficiencies
- Provide Statement of Assurance to the superintendent of schools that instructional staff has completed lesson plans for remote learning.
- All other duties and responsibilities as assigned by the superintendent of schools or his designee
- Monitor Staff Attendance

Teaching Staff (all levels, all grades, all subjects) Expectations

Classroom teachers are responsible for creating an environment for the students that will foster learning and understanding of the material presented. District approved curriculum will be used. Teachers are expected to modify instruction to meet the needs of ALL of their students using this remote instruction model. Teachers will create lessons that use technology, print outs, and other necessary means to present their material.

During the period that the district is closed, the teachers will be responsible for the following:

Duration of the closure:

- Teacher support will include 4 hours per day, 20 hours per week
- Periods of instruction are 9-11 am and 1-3 pm, Monday - Friday
- Updating and ensuring webpage access for students
- Maintaining Google Classroom or Learning Management System (LMS)
- Inviting administration to their electronic classroom to ensure updates

- Creating and posting “office hours” that they will keep to ensure questions can be answered
- Returning material to students in a timely manner (email, Google, LMS, etc.)
- Providing feedback to students to ensure deeper level learning
- Creating assessments that are rigorous and are not simply searchable - proving an understanding of the material
- Grading will continue as a necessity to the learning process. The teacher and district policies on grading will continue to be followed.
- Collaborate with teams, communities, and administration
- Maintain student attendance and provide timely notification to administration of any student attendance concerns
- All instruction will be differentiated in order to meet the needs of ALL of our students:
 - ESL/ELL
 - Special Education/504
 - At-Risk
 - On Grade Level
 - Gifted and Talented

After the closure:

- Evaluate curriculum maps, pacing, and student reports to determine progress
- Revisit and present instruction to close gaps and ensure continuity
- Assess program needs and develop corrective response to support students
- Provide updates to parents
- Utilize Intervention and Referral Service (I&RS) for at-risk students
- Assignments will be graded, posted and returned to students
- Guidance counselors and supports will be provided as needed
- Compensatory services will be scheduled
- IEP and 504 Plans will be reviewed as appropriate

Guidance Counselor Expectations

District counselors, at all school levels, will continue to provide services to students and families remotely. To their best and practical level of ability in a remote setting, the counselors may:

- Counseling will be provided through video chat or phone calls
- Finish course scheduling
- Reaching out to at-risk graduating students and students failing courses
- Making referrals for mental health issues
- Assistance with upcoming standardized testing
- Coordinate scholarship application and supporting documentation with seniors
- Junior college planning

- Coordinate with CST regarding updated IEP information
- Respond to parent and student emails
- Assist with scheduling issues and conflicts
- 504 and annual reviews
- Assistance with RTI as applicable
- Reading student reflections and assignment feedback from assigned work
- Assisting and delivering Social Emotional Learning (SEL) instruction
- Working on restorative practices
- Professional development as applicable
- Student Assistance Counseling (SAC) as appropriate
- Special assignments from the building principal

School Nursing Expectations

School nurses will continue to provide support and guidance to students, families, and staff on health matters as it relates to instruction and district operations. Furthermore, school nurses may be called upon to provide guidance on matters directly relating to pandemic planning and response. To their best and practical level of ability in a remote setting, school nurses may:

- Complete kindergarten registration health folders/paperwork
- Complete transfer of health screening results
- Complete supply orders
- Update awareness lists
- Provide assistance to teachers and administrators
- Begin paperwork to give to parents in June for 2020-2021 school year
- Review policies and update accordingly via phone with nurses and administration

Paraprofessional Expectations

Paraprofessionals will continue to support student instruction based on guidance received from classroom teacher, building principal, or district administration. May be provided on-line training with including but not limited to:

- Inclusive learning
- Behavior management
- Social emotional learning
- IEP implementation
- Roles and responsibilities

Delivery of Virtual and Remote Instruction by Grade Span (Updated)

The Palmyra Board of Education approved the initial Public Health-Related School Closure Plan on March 11, 2020. The district entered into remote learning on March 17, 2020. This plan was

subsequently revised on March 20, 2020. As of the extension of the closure on May 4, 2020, this plan has been further reviewed by staff and updated to include additional requirements established by the NJ Department of Education. This most recent updated plan was submitted to the Burlington County Office of Education on May 20, 2020.

Since the inception of remote learning on March 17, 2020, the district has provided 176 Chromebooks to students who had internet access, but no device to use. As of May 20, 2020, there are fourteen (14) students (2%) who do not have internet access and as such are being provided printed instructional packets on a weekly basis. In looking forward, the district is evaluating options through Federal Title 1 funds to provide these 14 students with internet access.

Charles Street School (Grades PreK to 5)

Daily [lesson plans](#) and classroom information is available on the teacher's individual website.

Students receive instruction five days per week with defined instructional periods of 9-11 am and 1-3 pm daily. Teachers remain available from 8:00-3:00 with additional flexibility to virtually conference with students and parents in the evening as necessary. Students are receiving instruction in all subject areas. Depending on grade level and student ability level, assignments may be completed as a class, in small groups, or independently. Parents are also included in the decision-making process, as they are encouraged to share their students' progress at home in honest terms. Differentiation for students with disabilities and English Language Learners is detailed in other sections of this plan.

Teachers across all subject use a combination of posting updated assignments on their website, in their Google or LMS classroom, and sending information through Remind/Bloomz Apps to facilitate dissemination of information and two-way communication with students/parents. Teachers facilitate classroom discussions using "chat" components of their Google or LMS Classroom with video discussions and/or lessons using Google Meets or Zoom. Students submit videos (when appropriate to the task at hand) using Flipgrid. Teachers create and share video lessons and tutorials using Loom (recorded) or Google Meet/Zoom (live).

Math - GO Math Materials (paper and online components), Reflex Math, IXL Math, BrainPop Jr, Happy Numbers, Prodigy, Khan Academy, TouchMath, Online Videos/YouTube, TPT Activities, teacher-made videos using Loom software.

Reading/Writing/Spelling/Phonics- Journeys Materials (paper and online components), IXL Language, BrainPop Jr, Read180, Systems44, iRead, Foundations, Lalilo, Newsela, Khan Academy, ReadWorks, LLI, online videos/YouTube, and teacher-made videos using Loom software

Social Studies- Scholastic News, ThinkCentral Resources, Newsela, IXL Social Studies, BrainPop Jr, GoPebble, LiberyKids Videos, Newsela, online videos/YouTube, TPT activities, and teacher-made videos using Loom software.

Science - Science Fusion Materials (paper/online), Mystery Science, NatGeo, Newsela, IXL Science, Scholastic News, ScienceBuddies, BrainPop Jr, online videos/YouTube, TPT activities, and teacher-made videos using Loom software.

STEAM, Music, Library, PE, Computers, QUEST- Teachers share project-based tasks using their websites and Google or LMS classroom, providing tutorials and walkthroughs using a combination of available online videos/YouTube, Loom Recorded Lessons, etc. Students submit photos of completed work using various communication tools noted in the overview or videos through Flipgrid board created for different tasks. Go Noodle provides Yoga, Mindfulness, and Movement Breaks to integrate daily.

Palmyra Middle School

Daily [lesson plans](#) and classroom information will be made available on the teacher's individual website.

Students receive instruction five days per week with defined instructional periods of 9-11 am and 1-3 pm daily. Teachers remain available from 8:00-3:00 with additional flexibility to virtually conference with students and parents in the evening as necessary. Students are receiving instruction in all subject areas. The delivery of instruction varies with assignment and may be large group, small group, or independent. Parents are also included in the decision-making process, as they are encouraged to share their students' progress at home in honest terms. Differentiation for students with disabilities and English Language Learners is detailed in other sections of this plan.

Teachers across all subject areas post updated assignments on their website each week and students interact primarily through their Google (or OnCourse) classroom with more live support through classroom Remind groups. Teachers are facilitating classroom discussions using "chat" components of their Google or LMS classroom, with video discussions and/or lessons using Google Meets (or Zoom). Students submit videos (when appropriate to the task at hand) using Flipgrid. Teachers create and share video lessons and tutorials using Loom (recorded) or Google Meet (live).

Math- Go Math materials (paper/online components), IXL Math, Khan Academy, PLATO Online Math Courseware, EdPuzzle Lessons, GimKit, Mathantics Resource Videos, online videos/YouTube, TPT activities, teacher-made videos using Loom software.

English Language Art - Journeys materials (paper/online components), IXL language arts, Newsela, Read180, Systems44, novels (paper/online), CommonLit, NoRedInk, teacher-created project-based learning tasks shared through Google Classroom, EPIC, online videos/YouTube, TPT activities, teacher-made videos using Loom software.

Social Studies- classroom history textbooks and online components (HMH, MH based on course), Newsela, IXL Social Studies, guided reading workbook activities, Khan Academy, PLATO Online History Coursework, online videos/YouTube, TPT activities, teacher-made videos using Loom software.

Science - IScience program materials (paper/online component), IXL Science, PLATO Online Science Coursework, Khan Academy, EdPuzzle, teacher created slides and tasks, INteractive Science Textbook, online videos/YouTube, TPT activities, and teacher-made videos using Loom software.

Arts, Technology, World Language, & PE- PLATO Online Coursework in various fine and performing arts courses, Newsela, MusicTheory.Net, Codesters, Code.Org, Adobe Spark, Khan Academy, EdPuzzles, online videos/YouTube, TPT activities, and teacher-made videos using Loom software.

Palmyra High School

Daily [lesson plans](#) and classroom information will be made available on the teacher's individual website.

Students receive instruction five days per week with defined instructional periods of 9-11 am and 1-3 pm daily. Teachers remain available from 8:00-3:00 with additional flexibility to virtually conference with students and parents in the evening as necessary. Students are receiving instruction in all subject areas. The delivery of instruction varies with assignment and may be large group, small group, or independent. Parents are also included in the decision-making process, as they are encouraged to share their students' progress at home in honest terms. Differentiation for students with disabilities and English Language Learners is detailed in other sections of this plan.

Teachers across all subject areas posting updated assignments on their website each week and students interact primarily through their Google or LMS Classroom with more live support through classroom Remind groups. Teachers are facilitating classroom discussions using "chat" components of their Google or LMS Classroom, with video discussions and/or lessons using Google Meets (or Zoom). Students submit videos (when appropriate to the task at hand) using Flipgrid. Teachers create and share video lessons and tutorials using Loom (recorded) or Google Meet (live).

Math- Pearson/Prentice Hall math materials (paper/online components), IXL Math, Khan Academy, PLATO Online Math Coursework, EdPuzzle Lessons, Quizzizz, GimKit, PowerPoint lessons, interactive Google slides, online videos/YouTube, TPT activities, and teacher-made videos using Loom software.

ELA - Pearson/Prentice Hall literature materials (paper/online components), Newsela, Read180, Systems44, Novel studies (paper/online), CommonLit, NoRedInk, Quizlet, Achieve3000 (Interventions), NoSweat Shakespeare, teacher-created project-based learning tasks shared through Google Classroom, EPIC, online videos/YouTube, TPT activities, and teacher-made videos using Loom software.

Social Studies- classroom History textbooks and online components (HMH, MH, Cengage Publishers based on course), Khan Academy, PLATO Online History Coursework, Students of

History Online Resources, online videos/YouTube, TPT activities, and teacher-made videos using Loom software.

Science - Classroom Science Program Materials (paper/online component), PLATO Online Science Coursework, Khan Academy, The Biology Corner, teacher-created slides and tasks, online videos/YouTube, TPT activities, and teacher-made Videos using Loom software.

Arts, Technology, Business, World Language, & PE- PLATO Online Coursework in various fine and performing arts courses, Newsela, MusicTheory.Net, Virtual Piano, Conjugemos, Linguascope.com, Kahoot, Codesters, Code.Org, Adobe Spark, Khan Academy, EdPuzzles, online videos/YouTube, TPT activities, and teacher-made videos using Loom software.

Component 6: Attendance

Student Responsibility

Our students will make reasonable attempt to complete their assignments on time, participate in on-line lessons where applicable, and communicate with their parent and teacher about their school day. Students will be able to submit assignments electronically throughout the closure, as well as in-person upon returning to school. Students who remain actively engaged, participating to the best of their ability, and attempting to do their work will be promoted.

Attendance

Students who are working virtually will log into their homerooms each morning to have their attendance counted. Teachers will call home to students who do not log in to touch base and check in. For those students who are working on paper packets, teachers will call home at least one time per week to get an update on work completion, assess students' well-being, and to generally check-in. In the event that a teacher is not successful in making contact with a student and/or parent, the student's guidance counselors will be immediately notified who in turn will make additional attempts to reach the student. In the event contact is not made school administration, the district's Safety Officer, and/or School Resource Officer (SRO) will conduct on-site wellness checks as necessary. In the event that contact cannot be made with the student/parent using the above methods the NJ Department of Children and Families (DCF) will be notified immediately. The superintendent will be notified.

Component 7: Facilities Plan

Continuity of Operations

Essential functions like payroll, health benefits, accounts payable and receivable, and central administration will continue. Student instruction and supporting functions will be conducted remotely while schools are ordered closed. Please see Appendix A for current details.

Superintendent of Schools or Designee

- Maintains authority over all operations and crisis management plan.
- Provides updates to the Board of Education, community, and local agencies.

School Business Administrator

- Monitors and maintains the following departments prior to and during any closure.
- Works with staff in each area to ensure proper actions and responses in order to maintain operations.

Payroll

- The Payroll Office will continue regular functioning.
- The staff, if necessary, will work remotely from individual homes and access.

Purchasing, Accounting and Accounts Payable

- This office will be able to function in a limited capacity. On-site work is crucial to process transactions.

Facilities and Operations

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:
 - Filing of soap and hand sanitizer dispensers
 - Ensuring all paper towel holders are filled and functioning at all times;
 - Sweeping and wet mopping all floors;
 - Vacuuming rugs;
 - Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
 - Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
 - Cleaning and sanitizing cafeterias - tables, chairs, food lines; and
 - Cleaning vents
- Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.

Technology

- The Technology Department will continue to function regularly from an outside location if necessary.
- They will be available during their regular hours of 8am-4pm to respond to technology issues pertaining to district programs and equipment.

- Staff can email with their needs and can expect same day responses by email or phone during regular work hours.
- District servers housed on site can be monitored remotely to ensure all systems remain up.
- The Technology Department will also supply Chromebooks temporarily to the select staff that do not have a take home device assigned to them already.
- Addresses and takes responsibility for any and all other issues, items, topics, and responsibilities as assigned by the Superintendent of Schools.

Supervisor of Curriculum and Instruction

- Maintains academics and student learning with the support of supervisors, and building administrators.
- Provides access to instructional materials aligned to New Jersey Student Learning Standards (available and designed to support student learning).
- Communicates with teaching staff members to develop and deliver instruction and assessments through the duration of the school closure.
- Updates Superintendent on a regular basis.
- Addresses and takes responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

Supervisor of Student Services

- Provides and receives updates from the Burlington County Department of Education
- Provides and receives updates from the Burlington County Health Department
- Continues to monitor and amend all grant and discretionary programs for 2019-2020 school year
- Maintains academics and student learning with the support of supervisors and building administrators.
- Communicates with teaching staff and student services staff to ensure student needs are being met
- Assigns educational assistants videos from appropriate programs
- Is available to answer staff and parent questions in regards to school closings
- Works with district CST and special services staff
- Updates Superintendent of Schools on a regular basis.
- Addresses and takes responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

Component 8: Summer Programming

Extended School Year (ESY)

The district has planned for a virtual remote program which will include the use of Google Meetings for small group instruction, and digital programs/resources for application and skill

practice to focus on gap remediation based on grade level goals and IEP goals covered during COVID-19 school closure. All ESY services will be provided in accordance with the child's IEP. The Child Study Team (CST) will document services offered to each student. CST will document if a parent refuses and what services they are refusing. ESY hours will be Monday through Thursday from 9:00-11:30 am beginning July 6, 2020 through August 6, 2020.

Compensatory related services will also be provided on an individual basis as determined by the IPE team. Compensatory related services will be offered via tele-services and take place during ESY hours of operation. Home Program packets with exercises/activities that can be done will be provided by each treating therapist. Additionally, "phone check-ins" will be conducted to further support therapy with parent consent. Case workers, therapists, and teachers will continue to communicate with families. Detailed records of consent forms, phone calls, and mailings are kept by case managers, therapists, teachers, and CST secretary.

Extended Learning Programs

The Palmyra School District is evaluating extended learning programs for the period of July 6 through August 6 using Title 1 program funds for at-risk students. Programming considerations include:

- Operations: Monday to Thursday from 9:00 – 11:30 am
- Format: virtual remote learning
- Classroom/Attendance Management: Google/LMS Classroom
- Programs: PLATO Courseware, IXL, Achieve 3000, Reflex Math, LLI, teacher created
- Audience:
 - Assessment and credit recovery for HS seniors
 - At-risk students identified through I&RS and Title 1

Component 9: Board of Education Approval

Superintendent approval on: May 19, 2020

Burlington County Office of Education approval on: June 2, 2020

Palmyra Board of Education approval on: June 10, 2020

Component 10: Posted on Website

Posted on the COVID-19 page of the district's website on May 22, 2020

Component 11: Essential Employees

Delaware Avenue School (Board Offices)

- Hours of operation will be Mondays, from 8:00 am – 3:30 pm
- Complete district operations, payroll, accounting, and other paper-laden tasks
- Certain days of the month may require additional hours for payroll processing
- Superintendent, Business Administrator, and four (4) other support staff only

- 1 custodian

Charles Street School

- Hours of operation will be on Mondays, from 8:00 am – 12:00 pm
- 5 members of the cafeteria staff to make and distribute student meals
- Routine cleaning, maintenance, and grounds upkeep
- 1 custodian
- 1 security officer

Palmyra Middle and Palmyra High School (same building)

- 2 custodians
- 1 Director of Facilities
- Routine cleaning, maintenance, and grounds upkeep

Component 12: Shared with Sending Districts

Electronic copies of the plan provided to the Riverton School District and the Beverly City School District on May 22, 2020.