

## Jefferson Township Public Schools

### School Health-Related Closure Preparedness Plan

Dear Jefferson Township School Community:

As the nature of the COVID-19 crisis continues to evolve, so will our district preparedness plan. Please take a moment to read the plan outlined below. Should you have any questions, please contact your child's principal.

I would like to thank the community for their support of our educational staff during this unprecedented time. Our educators were required to switch to a virtual learning environment with very little notice; they have risen to the occasion and are continuing to provide our students with the best possible education.

Please continue to communicate with your child's instructional team with any concerns or questions you may have. Our teachers, counselors, and administrative team is here to help your family during this difficult time.

Be well,

Jeanne Howe

#### Instruction for grades PK-2

- Teachers will collaborate on lessons across grade-levels.
- Teachers will push out assignments through email groups to the parents.
- Copies of the assignments will be available in the building for students who do not have a printer at home.
- Parents can pick up their child's workbooks from school to reduce printing.
- If a parent cannot get to the school, workbooks will be delivered to the home.
- For the specials (art, music, Spanish, etc.), the teachers will give their assignments to the grade-level teachers to be distributed through emails.
- Our staff will be available during the hours of 8:30 am to 1:30 pm (with the exception of a lunch period) through email to answer any questions the parents and/or students may have.

#### Instruction for grades 3-12

- All assignments will be distributed through Google Classroom. On-line techbooks, resources, and Screencastify will be utilized.
- Our elementary staff will be available during the hours of 8:30 am to 1:30 pm (with the exception of a lunch period) and our Middle and High School staffs will be available during the hours of 7:30 am to 12:30 pm (with the exception of a lunch period) through email to answer any questions the parents and/or students may have.

- For staff members who may become ill, there will be a content teacher co-assigned to the classroom who will take over that classroom for discussion, feedback, assignments, questions, and grading purposes.
- BSI teachers will have their own Google Classroom and will assign supplemental assignments for their students.
- ESL teachers will provide assignments through Google Classroom.

### PK-12 Special Education

- Related services (Speech, OT, PT): Providers will utilize Google Classroom for grades 1-12. Students in PK & K will have their sessions emailed to their parents. Videos, visual aids, written instructions will be provided to parents and students in all grades. The district will determine compensatory services upon the reinstatement of a regular day.
- Teachers (general education or special education) will modify assignments per the students' IEPs.
- Students with assistive technology will use Google Premium to use Google Read and Write. This will automatically sync with their username and password upon logging-in to the device.
- The director of special services will contact the out-of-district schools to ensure they have a preparedness plan and a distance learning model in place.
- All medically fragile students are in out-of-district placements and will continue to attend as long as the placement remains open.
- In the event of a closure, the district will continue to transport students to their out-of-district placement as long as they remain open.
- Annual evaluations and re-evaluations without testing will be held. Initial eligibility meetings will be rescheduled.

### School Nutrition

- SFA Name: Jefferson Township Public Schools, Agreement # 02702380
- Meal distribution will begin the first day of a closure and cease upon the re-opening of school. Should the schools be closed during spring break, the district will not offer breakfast or lunch during this time.
- One site will be used for distribution: Central Office Building, making it convenient for parents on both sides of the township. Distribution will be a "grab and go" format with utilization of printed-out lists of eligible students to record the distribution.
- Parents (or designee) may pick up lunch for the day and breakfast for the following day.
- The meals being served are shelf-stable meals that meet normal requirements for reimbursable meals.
- The food service management company will ensure all food safety regulations will be met in collaboration with the local health department.

### School Counseling Program

- School counselors will be available via email.

### Technology

- Our technology department remains available through the Help Desk to troubleshoot any concerns staff or students may be having with technology.
- A survey was previously sent to the parents inquiring about the availability of computers and internet in the home.
- A laptop was sent home for families that did not have a computer at home.
- Internet access was set up for families that did not have internet access at home. This was arranged with the district's internet provider, Altice.

### Essential Personnel

- Bus drivers will remain at work to clean and disinfect their buses and get them ready for Motor Vehicle Inspection. Once they are finished, they will remain at home. (Update 3/20/2020: All busses have been cleaned and disinfected. All bus drivers were instructed to remain at home beginning on 3/17/2020)
- Once buildings are cleaned and disinfected, only essential personnel will remain in the buildings on a limited basis.
- Two food service workers from Pomptonian (contractor) will distribute food at the Central Office during the hours of 11:00 am through 12:30 pm.
- Daily, two members of the Custodians, Maintenance, and Grounds crews will be scheduled to work on a rotating basis for approximately 2 hours per day. They will walk the facilities to check for damage, check on the boiler, and ensure that the building is safe and secure. One staff member from the department will check the Middle, High, White Rock, Cozy Lake, and Milton Schools. Another member of the department will check the Briggs and Stanlick Schools. This staff member will also be present at the food distribution site in addition to checking on the two buildings. When the assigned two hours are completed, the staff will return home. (Update 3/20/2020: All buildings will be completed by the end of the day.)
- The schedule for the custodians will be created by the Supervisor of Buildings and Grounds and distributed to the staff as soon as possible.
- All staff members have been instructed that the buildings are closed. Any visits to the building by staff must be deemed an emergency by the building principal. The visits will be coordinated by the Supervisor of Buildings and Grounds.