

# Riverbank Charter School of Excellence

## Emergency Closure Action Plan



### Purpose

In the event the Center for Disease Control (CDC) or New Jersey Emergency Management (NJEM) requires our school to close due to the Coronavirus outbreak, *Riverbank Charter School of Excellence* will strive to ensure that the educational process/experience does not become interrupted for the students in Grades Kindergarten through Third. To ensure that the contact among students is limited, helping to contain the virus, *Riverbank Charter School of Excellence* and the Board of Trustees has created a procedure to ensure that students may continue to receive their education through a variety of opportunities including, but not limited to virtual learning with the use of technology, traditional paper and pencil materials, and other means.

*Riverbank Charter School of Excellence* and the Board of Trustees have created this plan to ensure that students will continue to receive their education through technology and/or other means. The provision of home instruction services will be guided by N.J.A.C. 6A:16-10.1 and may include direct services, online instructions, or any other means developed by the school to meet the needs of our students. Lesson plans will be based on the New Jersey Student Learning Standards (NJSLS) and will not require students to use additional resources – i.e., printer, markers, glue. Paper packets will be prepared for the students that do not have internet access and/or technology devices. Therefore, any school day in which students are impacted by a public health related closure will have access to homebound instruction services - *provided consistent with the guidance in this plan* - and will count as a day in which *Riverbank Charter School of Excellence* Board of Trustees have provided public school facilities towards its compliance with the 180 day requirement in accordance with N.J.S.A 18A:7F-9.

### Response Team

During this time of planning and potential implementation of this plan, the following people are a part of the Response Team for *Riverbank Charter School of Excellence*:

- ☆ Chief School Administrator - who also holds the following responsibilities:
  - Principal
  - Special Education Coordinator
  - Technology Coordinator
  - School Safety Coordinator
- ☆ School Business Administrator – who also holds the following responsibilities:
  - Facilities Director
  - Food Service Director
- ☆ Office Administrator
- ☆ School Nurse

### **Administrative Responsibility**

- ☆ Ensuring that information is communicated between the teachers, parents, and students.
- ☆ Creation of and dissemination of progress reports concerning the situation.
- ☆ Reporting to parents concerning potential access to *Riverbank Charter School of Excellence* for picking up materials necessary for the students.
- ☆ Continually review ongoing instructional opportunities being provided, both electronically as well as traditionally for students
- ☆ Continually review daily staff and student interactions via email notifications (hours between 8-4)
- ☆ Continually review daily staff and parent/guardian(s) interactions via email notifications (hours set between 8-4)).
- ☆ Continually communicate (phone, email, social media, webpage) with families
- ☆ Continually respond to parent/guardian inquiries, emails, and any correspondence in supporting the education, social/emotional aspects of our Riverbank Charter School of Excellence students.
- ☆ Continually review ongoing scope of work and responsibilities for all staff.
- ☆ Continually review ongoing scope of work and responsibilities for all custodial functions
- ☆ 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.
- ☆ Conduct a full facilities audit to identify all issues/concerns both large and small and provide the audit to the Director of Facilities.
- ☆ Review student data information, both formative and summative, with all teachers, in order to develop a cohesive approach to re-entry upon return for students.
- ☆ Work with data coordinator to review school report card information and develop a comprehensive plan of action to address deficiencies.
- ☆ Anything else necessary for the continuation of learning and growth.
- ☆ Maintains authority over all operations and crisis management plans.
- ☆ Monitors and maintains all departments prior to and during any closure.
- ☆ Work with staff ensure proper actions and responses in order to maintain operations.

### **Payroll, Purchasing, and Accounts Payable**

- ☆ The Business Office will continue regular functioning from an outside location, if necessary.
- ☆ If at an outside location, the School Business Administrator will work remotely from home and access the payroll and attendance systems to ensure continuation of pay.
- ☆ The School Business Administrator will function from an outside location, if necessary, to manage wire transfers and all functions to ensure continuation of pay.

### **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 school programs and equipment;
- ☆ Staff can email with their needs and can expect a same day response by email or phone during regular work hours;
- ☆ Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Chief School Administrator.

## **Teacher Responsibility**

- ☆ Creating an environment, virtually, for students, that will foster learning and understanding of the material presented.
- ☆ Teachers will not change their curriculum, but will modify the manner in which instruction will take place by adopting a “flipped classroom” methodology to ensure that students have the best possible continued education for the concerning situation.
- ☆ Lessons will not require more than four (4) hours for each student to complete. Each lesson plan will be submitted to the Chief School Administrator and will include the following components: *Standard(s), objective(s), procedure, assessment(s)*. Using resources presented in [Appendix A](#), the teachers will create lessons that are accessible on-line, use technology, print-outs, and/or other necessary means to present the curricular topics to their students.

Before a health-related school closure occurs, teachers will work with the administration to prepare supply bags to be sent home with each student. The supply bag will include, but not be limited to the following:

*2 pencils, 1 eraser, 1 box of crayons, 1 notebook, 1 letter of explanation, 3 books, necessary consumable manipulatives, On-line resource information sheet*

During the period that *Riverbank Charter School of Excellence* is closed, the teachers will be responsible for the following:

- ☆ Updating and ensuring webpage access for students/families
- ☆ Keeping Google Classroom updated
- ☆ Monitoring emails and other communication sites to ensure questions can be answered
- ☆ Returning materials to students in a timely manner - commenting and discussing as 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 school policies on grading will continue to be followed.
- ☆ Sending home books for students to continue reading at home
- ☆ Providing materials in print as necessary
- ☆ Should the need for additional information/materials be shared with those who are not able to do the work online - materials will be mailed to them through the US Post Office or made available for pick up at the school in the outside mail bin.

*If the school is open to teachers/staff in accordance with guidance from the Department of Health-*

- ☆ Teachers will create and disseminate lessons to the students using on-line resources and formats
- ☆ Hard copy materials that might be needed, will be accessible in the building and will be labeled with the student’s name and class on a sign out sheet.

*If the school is closed to teachers and staff in accordance with guidance from the Department of Health-*

- ☆ All communication will take place electronically.

## **Special Education Services**

To ensure that all of our students at *Riverbank Charter School of Excellence* receive fair and equitable access to learning, the Special Education teachers will create assignments for our students who receive special education services that are aligned with their Individualize Education Plan goals and objectives should the school be closed for a health-related incident. Should a goal and/or objective not be able to be address in a “virtual” setting, compensatory services will be scheduled when the school reopens.

All lessons will reflect ELL/ESL, 504, Special Education, at-risk, on-level, and/or gifted and talented.

Staff 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 Child Study Team will determine if additional services are required. Child Study Team meetings will be held as appropriate to determine if additional services are required. Child Study Team meetings will be held as appropriate to determine if compulsory education services are needed to address an individual student’s progress toward learning goals and objectives.

### **Related Services (OT/PT/Speech)**

20 minutes/service/week/student. *Riverbank Charter School of Excellence* will review all options such as videotaping lessons for group or individual. *Riverbank Charter School of Excellence* will develop a list of activities that can be addressed by virtual learning in a home environment. Virtual “office” hours will be set up to address parent concerns, questions, as necessary. Below is a list example of programming:

- Free ipad apps
- Share websites on teachers’ webpages
- Zoom meetings

### **Case Managers (CST and Speech and Language Therapists) - CONTRACTED**

- The expectation is that CST teams will continue to develop IEPs; write reports; plan for next year. Teams can conference through Google hangouts, phone conferencing, Google classroom. Virtual office houres will be set up to address parent concerns, questions, and reschedule IEP meetings as necessary.
- Annual Reviews/Re-evaluations will be rescheduled. Timelines will be considered and extended as necessary during the closure period. If necessary, the Child Study Team will hold video and/or phone calls for eligibility, annual, and revaluation meetings

Or in the event of a short closure, compensatory services for Occupational Therapy and Speech Therapy will be scheduled when the school reopens after a health-related closing.

### **Accessibility**

A technology survey was conducted of internet and technological devices availability at home. If any family does not have accessibility to internet, the school will provide all necessary assignments in paper form. Should a family not have access to a device and had a child in Kindergarten and First Grade, the school will provide all necessary assignments in paper form. Should a family not have access to a device, the school will provide a Chromebook to be signed out.

### **Nurse Responsibilities**

- ☆ Receive updates from the Burlington County Health Department;
- ☆ Keep current on all CDC recommendations and guidelines.
- ☆ Complete Kindergarten Registration Health Folders
- ☆ Complete transfer of health screening results to A-45s
- ☆ Complete supply order
- ☆ Update Awareness List
- ☆ Replenish Bloodborne Packets for Teachers
- ☆ Start paperwork to give to parents in June for 2020-2021 school year.: Medication forms, Food Allergy Action Plans, Asthma Action Plans, Seizure Action Plans, EpiPen designee and Emergency Action Plans.
- ☆ Review policies and update
- ☆ Ensure that time sensitive support for students are available during the school day. This social emotional support will be done via phone conferences with students and families utilizing aftercare phones for any communications.

### **Student / Family Responsibilities**

- ☆ Work collaboratively with the school to support your child's educational experience during the health-related school closing.
- ☆ Regularly check the school and teacher websites for updates, guidance and resources
- ☆ Access lessons and communications from *Riverbank Charter School of Excellence* staff via email, REMIND, Google Account, or other online platforms
- ☆ Download and/or print materials that are emailed concerning assignments and activities that are necessary for the continued success of each student's education
- ☆ Complete work on Google platform programs
- ☆ Retrieve materials from the school building if internet access is not available. Materials will be kept on a table (outside the side door by the parking lot) to be signed out when/if necessary. (This will be accessible if school building is safely able to be accessed)
- ☆ Complete and submit necessary assignments and activities electronically daily, as agreed upon with each teacher.

### **Building and Cleaning**

The cleaning staff will report to *Riverbank Charter School of Excellence* as directed by the Chief School Administrator and/or the School Business Administrator. The Chief School Administrator and/or the School Business Administrator will provide appropriate support, resources, and guidance to conduct a thorough and deep cleaning of the building.

## **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, hand dryers;
- ☆ Cleaning and sanitizing cafeterias - tables, chairs, counters, food lines; and
- ☆ Cleaning vents, ceiling fans
- ☆ Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.

## **Student Transportation**

For the 2019-2020 school year, *Riverbank Charter School of Excellence* does not have any students that are placed out of district or need transportation to other educational facilities. If the school closes for a health-related illness, Florence Township, the provider of all transportation for our in-district students, will not need to provide transportation.

## **Food Service**

*Riverbank Charter School of Excellence* surveyed the 134 families (152 students). Survey results indicated that zero (0) families were interested in picking up a daily school breakfast or lunch should the school be closed for a health-related illness. Therefore, no provisions will be made to distribute food during the closure.

Should circumstances change and families indicate they would be interested in participating in receiving food services, *Riverbank Charter School of Excellence* has an agreement with Karson Food Services to deliver a cold lunch (which includes a sandwich, milk, juice, fruit, and a vegetable) each day as needed. *Riverbank Charter School of Excellence* will follow the guidelines from the United States Department of Agriculture, USDA. In anticipation of the USDA's approval of the NJDA's waiver of requirements being approved which will allow schools to provide meals to eligible student's during the school closure in non-congregate settings, *Riverbank Charter School of Excellence* would follow the identified protocols:

- Work with the food vendor to secure a single designated spot (i.e., school parking lot) for the meals to be dropped off at and picked up by the student or a family member.
- Breakfast will be a compliant breakfast with all wrapped as one component with milk packed separately, picked up with lunch.
- Lunch will be a grab and go cold lunch with a sandwich, fruit and vegetable all wrapped together as one component. Milk will come in a crate and picked up separately.
- Interested families will be able to pick up the lunch from 11:00AM - 11:30AM daily

## **Communication**

- ☆ Administrative and Board of Trustees conference calls/virtual meetings will be established
- ☆ Administrative and staff conference calls/virtual meetings will be established
- ☆ All staff will maintain ongoing communication through the school email accounts
- ☆ *Riverbank Charter School of Excellence* website
- ☆ *Riverbank Charter School of Excellence* All Call System
- ☆ *Riverbank Charter School of Excellence* Facebook page



## Riverbank Charter School of Excellence – Essential Employees

**District Name: Riverbank Charter School of Excellence**

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
<b>Administration</b>	Chief School Administrator / Principal	Supervision	1
<b>Administration</b>	School Business Administrator	Business Office Duties	1
<b>Administration</b>	Office Administrator	Office Duties	1
<b>Maintenance</b>	Chief School Administrator / Principal	General Maintenance of the Building	(Same person)
<b>Custodial</b>	Custodial	Cleaning	2
<b>Technology</b>	Chief School Administrator / Principal	Technology Support	(Same person)
<b>Food Service Personnel</b>	Chief School Administrator / Principal	Ensuring families who asked for lunch services have food	(Same person)
	Hours per day	Remote	Onsite
<b>Teachers - (Could be on site for short time to pick up materials or make copies needed for students.)</b>	7	15 teachers ensuring remote learning experiences are planned, disseminated, collected and graded. Support offered as needed.	0