

Riverbank Charter School of Excellence

Emergency Closure Action Plan



Purpose

Since New Jersey Governor Phil Murphy, the Center for Disease Control (CDC), and the New Jersey Emergency Management (NJEM) required schools to close due to the Coronavirus outbreak, *Riverbank Charter School of Excellence* has continued to 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 have 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). 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 this 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 implementation of this plan, the following people are members 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, videos, 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 to manage wire transfers and all functions to ensure continuation of pay.

Technology

- ☆ The Chief School Administrator will be available daily 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 worked with the administration to prepare supply bags that were sent home with each student. The supply bag included, but was not limited to:

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 delivered to the students’ homes or made available for pick up at the school in a safe designated area.

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.

Virtually, teachers meet weekly (once individual and once as a group) with the administrator to discuss student progress and design plans to meet individual and family needs.

Lessons, Activities, Materials and Supplies

All parents receive daily communication through email. Students are required to hand in work virtually and assessments and learning are done at home independently or in individual virtual meetings with a teacher.

Students have access to assignments and activities through various printed and assigned digital platforms. Materials (texts, manipulatives, materials, and supplies) have been delivered to student's homes at the start of home instruction in March. Students submit their daily assignments on either Google classroom, a specific virtual platform or take a picture and email/text the teachers – this varies depending on the subject/assignment.

Teachers email each family a weekly review on the weekend with any resources and materials needed/suggested to allow them to get organized and be aware of what the week will require.

In order to make all work accessible and equitable for all, all weekly printed worksheets, supplies and materials are delivered by the Chief School Administrator on the weekend to any family home that required assistance.

In addition, specific daily assignments by 8:00AM each morning are emailed to families. Students have a mix of independent lessons, teacher-led videos, direct virtual instruction, and on-line activities each day. Throughout this time, all assessments are formative and summative. Teachers use online tests provided by the mathematics textbook series, as well as ones that are teacher created to assess student retention of skills and knowledge in other core subject areas.

The staff at *Riverbank Charter School of Excellence* understand that families need flexibility because our students need supervision, assistance, and guidance to complete their assignments and activities, as well as materials and technology. Our teachers are extremely dedicated and flexible as many are working into evening hours or on the weekends to accommodate working parents. Instructional work and lessons are a minimum of 3-4 hours a day.

Riverbank Charter School of Excellence provides lessons, activities, on-line resources, direct instruction, and hands-on projects that align with the New Jersey Core Content Standards.

- ☆ Mathematics – Pearson enVision 2.0 as well as supplemental assignments and online programs
- ☆ Reading – Leveled guided reading materials as well as meeting in groups and independent assignments in both printed and online form
- ☆ Phonics – Foundations Program as well as supplemental assignments and online programs
- ☆ Grammar and Writing – Follows curriculum and is supported by various printed and online resources
- ☆ Science and Social Studies – Follows curriculum and is supported by various printed and online resources
- ☆ Character Education - Follows curriculum and is supported by various printed and online resources
- ☆ Technology – Weekly, students in Kindergarten and First Grade are assigned lessons to continue working on school specific typing program. Students in Second and Third Grades have been continuing to learn about basic presentation skills and use of Google Slides. Students are creating and completing projects that include gathering information, inserting various media types, as well as slide organization, design and special effects. Student projects align with each classroom Science and Social Studies units of study.
- ☆ Spanish - Follows the school curriculum and is supported by various online and printed resources
- ☆ Music - The focus for Music is keeping our students engaged in music activities that provide meaningful

music instruction. All students are given weekly music activities to participate in that follow the school curriculum and is supported by various online resources.

- ☆ Art – Students are given a variety of activities and drawing assignments to complete on a weekly basis. These activities range from video drawing tutorials, hands on activities, and creative drawing prompts. Once a student has completed an activity, they are asked to send a photo of their creation to the teacher. The art teacher provides feedback and constructive criticism to each student individually.
- ☆ Physical Education - The focus for Physical Education is keeping our students active and well. All students are given weekly fitness and/or movement activities to participate in. Students are asked to share how they do by communicating with the PE teacher through email and Zoom.
- ☆ Health - The Health focus is to keep our students well while continuing to fulfill the curriculum and standards. Each student completes a variety of learning assignments and assessments in both printed and online forms.

In grades Kindergarten, First Grade, and Second Grade teachers offer Zoom meetings atleast twice a week (most times more frequently) for instructional review, direct whole group teaching of a subject/concept, as well as social engagement activities.

Third Grade teachers Zoom as a class for direct instruction daily for atleast an hour. Supplemental support is also offered following each Zoom.

Students who receive services through basic skills, a 504 Plan, or an IEP meet over Zoom daily with their teachers (special education teachers, basic skills teachers and classroom teacher) daily.

Teachers at all grade levels and positions offer differentiated instructional activities, assignments, materials for all students (support, extra-practice, challenge) in each subjsut area daily.

Attendance

Attendance is taken through making a personal connection with the teacher each day, as well as submission of assignments. All students are accounted for each day. Procedures for follow up and considering retention and promotion during this home instructional period aligns to *Riverbank Charter School of Excellence* policies. Meetings with parents to discuss any concerns have and will continue to occur.

If a student does not submit and/or complete work, teachers will email the student and the parent. If that is not successful, the teacher calls the parent to follow up. Should a family not respond to teacher emails or phone call, the Chief School Administrator will follow-up with a wellness visit.

Students are graded on effort and participation as well as work completed.

Equitable Access of Instruction for All Students – Kindergarten Through Third Grades

Riverbank Charter School of Excellence has:

- ☆ 153 students enrolled
- ☆ 17% designated as economically disadvantaged
- ☆ 3% classified as Students with a Disability
- ☆ 18% receive Speech Only services
- ☆ 4% have a 504 Plan
- ☆ 0% as English Language Learners
- ☆ 0% designated as homeless
- ☆ 0% designated as migrant

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 Individualized Education Plan goals and objectives while 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 Plan, Special Education, at-risk, on-level, and/or gifted and talented.

Teachers will be responsible for meeting virtually one-on-one daily with each student that receives academic support through an IEP, 504 Plan, or ELL services. Staff will maintain documentation of any phone calls, emails, and any other parental contact or student contact. This will be completed through a Communication Log. Communication with all families will take place through email, phone, and/or Zoom.

Staff will make every effort to meet the requirements for teacher-student contact time for students with disabilities while participating in distance learning. Student progress will be monitored and feedback provided online by special education teachers, with the opportunity to communicate directly during scheduled times. Special Education and Basic Skills teachers have scheduled daily times for instruction on Zoom.

All special education remote instruction is being implemented in accordance with each student's current IEP. Related service schedules, student attendance, and progress reporting are completed by each service provider and teacher. Accommodations and modifications are provided remotely to the maximum extent possible and include the addition of tutorial sessions for students requiring additional support.

The Case Manager has been in contact with parents through phone calls, email, and virtual meetings throughout this entire period of remote learning.

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.

Many Child Study Team assessments are unable to be conducted at this time due to the mandated social distancing. Evaluations will be conducted once school safely reopens. Any evaluations that can ethically be conducted virtually will take place.

Riverbank Charter School of Excellence does not currently have any students designated as English Language Learners.

Related Services (OT/PT/Speech)

Riverbank Charter School of Excellence will provide Speech and Language Services in small group or individual sessions in accordance with each student's Individualized Education Plan. In addition, *Riverbank Charter School of Excellence* will develop a list of activities that can be addressed by virtual

learning in a home environment. Staff will be available each day from 8AM – 4PM for contact and communication should parents have concerns, questions, as necessary. Below is a list example of programming:

- Free apps and other online resources
- 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 hours will be set up to address parent concerns, questions, and reschedule IEP meetings as necessary.
- Annual Reviews/Re-evaluations have all be completed for the 2019-2020 school year. If necessary, the Child Study Team will hold video and/or phone calls for eligibility meetings.

Compensatory services for Occupational Therapy will be scheduled when the school reopens.

ELL/ ESL

Currently, there are no students enrolled that require ESL services. But, should this service be required in the future, *Riverbank Charter School of Excellence* will provide, direct instruction at least two (2) days a week with the ELL teacher, in addition to their regular classroom guided groups with their teachers.

ELL teacher will provide updates to parents through translated text messages and emails. Parents receive updates via translated text and/or an email daily to ensure continued communication and wellness.

Students will receive ELL/ELA and Math instruction on their evaluated level. Materials will be selected and translated to accommodate each student's individual learning needs. Assignment directions are provided in English as well as translated. Leveled online resources such as, but not limited to, Reading A-Z, Brain POP, Newsela, Read Write Think, Common Lit, EdPuzzle, Quizlet, Online Pearson Resources, and IXL will be utilized. Students will have access to independent learning resources.

Accessibility

A technology survey was conducted of internet and technological devices availability at home. If any family did not have access to technology devices at home the school provided the option to receive a chromebook and/or receive all necessary assignments in paper form. Should a family not have access to the internet, the Chief School Administrator will work with each family and Comcast to research accessibility options at their homes.

Currently there are four families that do not have/want internet access.

Currently there are twelve families have been given a chromebook.

Currently there are six families in grades Kindergarten and three families in First Grade that requested to receive printed packets weekly.

Summer Programming Plan

Riverbank Charter School of Excellence does not have any students who qualify for ESY programming.

All teachers will continue to offer lessons and activities throughout the summer disseminated to students via weekly emails. These are optional assignments for students that will provide academic support and/or challenge in English Language Arts and Mathematics areas. Teachers and the Chief School Administrator will also continue communication with each family weekly.

Riverbank Charter School of Excellence is a public charter school for students in grades Kindergarten through Third Grades. We do not need to plan high school graduation.

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 personal email given to the teachers, as well as 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;
- ☆ Communicate the need for materials/resources and create a plan for pick up or drop off of needed technology, resources, and/or papers. Materials needed to be pick up at the school will be kept on a table at the side door by the parking lot.
- ☆ 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.

- ☆ 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;
 - Cleaning vents, ceiling fans; and
 - Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.

- ☆ At this time, there is no public access into the *Riverbank Charter School of Excellence* building.
- ☆ Personal Protective Equipment (PPE) will be provided to all staff in the building including masks, gloves, disinfecting wipes, and hand sanitizer.
- ☆ Regular walkthroughs by the essential staff to all parts of the building will be done daily.
- ☆ Regular cleaning of all areas on a weekly basis.
- ☆ Staff will monitor the building for maintenance issues.
- ☆ Outside areas are also monitored on a regular basis.

Due to the closing of the school building for the remainder of the 2019-2020 school year, *Riverbank Charter School of Excellence* will move into summer cleaning mode. A deep cleaning of all rooms and spaces including removing all desks, chairs and tables from the classrooms. All classrooms, offices, bathrooms, and common areas will be thoroughly cleaned with approved and appropriate chemicals and disinfectants. All floors will be stripped, cleaned and waxed. Building painting will occur and routine maintenance will be conducted. The closure and cleaning of *Riverbank Charter School of Excellence* will be maintained and monitored by the Chief School Administrator and the School Business Administrator.

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. During a school closure for a health-related illness, Florence Township is the provider of all transportation for our in-district students, and will not need to provide transportation.

Food Service

Riverbank Charter School of Excellence surveyed each Riverbank Charter School of Excellence Family.

SFA Name: Riverbank Charter School of Excellence

Agreement # - 080006026

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

- ☆ Communication is key for administrators, teachers, families, and students during this time. *Riverbank Charter School of Excellence* requires teachers to check in with all of their students/families daily, whether it be by telephone, e-mail, or a variety of classroom communication sites;
- ☆ 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;
- ☆ Weekly Video Messages emailed to each family by the Chief School Administrator/Principal;
- ☆ Staff will maintain daily contact with all school families.

Appendix A



- Upload all important / necessary files from hard drive to Google Drive
- Prepare Student Supply Bags, which will include:
 - Three leveled books for each student's DRA level, notebook, pencils, eraser, box of crayons, necessary consumable manipulatives, additional lined paper, login and password sheet
- Be prepared with all materials needed at home or online for each subject area
 - Reading, Writing, Foundations (Phonics), Mathematics, Science, Social Studies
 - (Access to Sight Words, Graphics Organizers, Manipulatives, etc...)
 - Character Education, Spanish, Technology, Arts, Health, Physical Education
- Be prepared with login information and student access information for all online platforms
- Be prepared with student/parental emergency information
- Students/families can submit work via email (scan or take a picture)

Online Resources and Options To Be Utilized for Virtual Learning Experiences

- Google Classroom Assignments
- Daily journals Students can write and reflect
- Pearson Realize Math lessons and alignment with program
- Mystery Science Science lesson aligned with curriculum
- Discovery Ed Standards aligned with Science
- Readworks.org K-3 free passages with questions
- Commonlit.org Reading passages starts at 3rd Grade
- epic! Books On Line
- Teachers Pay Teachers Resources for all subjects
- Raz Kids Standards bases literacy lessons
- Reading A to Z Standards bases literacy lessons
- Scholastic Online activities and lessons
- eSpark K-3 free and provides both tracked math and reading assignments and data
- Khanacademy.org Free covers all math standards K-3 with data
- Freckle Free but limited tracked assignments K-3
- pbskids.org Reading and literacy site – read aloud
- Kahoot Game maker
- Brainpop Videos, quizzes and other lessons
- Newsela Standards aligned with social studies and science
- Edpuzzle Use videos - posted online to embed questions based on information in video
- Commonlit Literacy program for your class
- Newslea News stories that you can add quizzes and such
- Quizziz Quiz maker
- Padlet Class collaboration
- Educrateations Online white board
- Read and Write Online for students
- Zoom Online meeting platform

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