



GREENWICH STOW CREEK PARTNERSHIP SCHOOL

School Closure Preparedness Plan

School Profile Sheet

School: Morris Goodwin School
Address: 839 Ye Greate Street; Greenwich, NJ 08323
Phone: 856-451-5513 x 1 Fax: 856-451-4476
CDS: 111820

School: Stow Creek School
Address: 11 Gum Tree Corner Road; Bridgeton, NJ 08302
Phone: 856-455-1717 x2 Fax: 856-455-0833
CDS: 115070

Superintendent: Mr. John Klug Email: john.klug@stowcreekschool.com
Business Administrator: Mrs. Cherie Bratty Email: Cherie.bratty@stowcreekschool.com
Supervisor of C&I: Mr. Brandon Cobb Email: brandon.cobb@morrisgoodwinschool.org

Grade Levels: PK3-8

Student Enrollment: 215

Greenwich Demographics:
7.7% Students with Disabilities
0.8% Homeless
0% ELL
0% Migrant

Stow Creek Demographics:
14.29% Students with Disabilities
1.2% Homeless
0% ELL
0% Migrant

Greenwich Board Members:

Bill Parker
Stephen Barndt
Nicole Bostwick
Kelly Seabrook
David Cascais
Rebecca Thompson-Albert
Michael Thompson
Tim Hunter
Megan Sheppard

Stow Creek Board Members:

Scott Bonham
Fred Hoovermann
Kevin Coll
Leigha Saulin
Erin Hurff
Andrea Levick
Kelly Fithian
Courtney Mattus
Kyle Uhland

Partnership Website: <http://new.greenwichstowcreekpartnershipschools.org/>

1. Defining Areas of Response

a. Facilities

- i. School Cleanliness and Disinfection Protocols while school is in session –
 1. Custodial staff clean and disinfect high touch surfaces multiple times a day.
 2. All handrails, doorknobs, water coolers, cafeteria tables and desks are disinfected at least 2-3 times per day
 3. Student desks are disinfected while students are eating lunch and again at the end of the school day.
 4. Bus drivers clean and disinfect busses daily.
 5. Custodians and bus drivers use Spray Nine for disinfecting
- ii. School Cleanliness and Disinfection Protocols during extended closure –
 1. Custodial staff inspects each classroom for HVAC issues each day
 2. Custodial staff inspects all plumbing, sinks, toilets, etc. for leaks each day

3. Custodial staff will perform a grounds inspection each day
4. Custodial staff clean and disinfect high touch surfaces multiple times a day
5. All Handrails, doorknobs, water coolers and copy machines are disinfected at least 2-3 times per day
6. Custodians clean and disinfect offices and rooms that have been used by essential personnel every day.
7. Custodians use Spray Nine for disinfecting

b. Communication

- i. Blackboard Connect will be used to send out global phone calls to staff and parents
- ii. School webpage (<http://new.greenwichstowcreekpartnershipschools.org/>) will be used to communicate with the community, parents and students.
 1. There is currently a popup on the homepage that directs users to a letter from the superintendent on the website about the Covid-19 virus.
 2. The letter addresses:
 - a. Current disinfecting procedures the district is following
 - b. Screening of sick students/staff
 - c. How students and families can prevent the spread of any virus
 - d. What our procedures will be if the district suspects a case of Covid-19
 - e. Provides helpful links
 - i. CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - ii. NJDOH - <https://www.nj.gov/health/cd/topics/ncov.shtml>
 - iii. CCDOH - <http://www.co.cumberland.nj.us/ccdoh>
- iii. Teacher webpages will be used to post announcements and information for students/parents
- iv. Superintendent will be in direct contact with the school physician and attorney

c. Implementation of Public Health-Related Closure – Greenwich Stow Creek Partnership Schools

- i. Created by John Klug & Brandon Cobb
- ii. If ordered by the DOH to close the following will occur
 1. Blackboard Connect call to all families and staff – John Klug
 2. Closure announcement posted to school website – Brandon Cobb
 3. Collaborate with Sodexo Food Service to provide breakfast/lunch to students who receive free/reduced lunch.
 4. Communicate with essential personnel to ensure distribution of educational materials (for students without devices), meals, and school cleaning begins

- a. Essential Personnel:
 - i. Superintendent
 - ii. Supervisor of Curriculum
 - iii. Custodians
 - iv. Confidential Secretaries
 - v. Bus Drivers
 - vi. Instructional staff as needed
- 5. Communicate with teachers to update their OnCourse websites and push out work to students via OneDrive, ThinkCentral and other platforms.
- iii. We are a PK-8 district
- iv. All 5-8 students take their devices home with them every night. Elementary students would either be using family owned devices or would get educational packets distributed to them.

2. Delivery of meals

- a. Coordinate with Sodexo and Cumberland Regional High School to have meals distributed at Cumberland Regional High School
- b. Weekly five (5) meal 'Grab & Go' meal pick-up will be available every Tuesday from 9:00 a.m. to 11:00 a.m. in the solar panel staff parking lot during the current COVID-19 closure.
- c. Each 'Grab & Go' bag will contain five (5) breakfast and five (5) lunches that comply with Federal school meal nutrition requirements. Students will only be allowed to pick up meals once every five (5) student days after March 18th.
- d. Breakfast and lunch service will be available for school days listed on the 2019-2020 CRHS school calendar.
- e. Directions for pick up: After turning on to the Staff/Student driveway, make the first right toward the Staff/Deliveries parking lots. Please follow directions from the CRHS security staff to proceed to the Food Service distribution line.
- f. Any family who cannot pick up meals from CRHS are to contact the Stow Creek School office to arrange no contact meal drop off.

3. Current BOE Policies

- a. Policy 5141.2 Illness (Control of Contagious Diseases or Conditions)
 - i. Policy manual located at the bottom of the district homepage.
(<http://new.greenwichstowcreekpartnershipschools.org/>)

4. Educational Plan

Teacher Websites: <https://app.oucoursesystems.com/school/menu/18098>

ThinkCentral: <https://www-k6.thinkcentral.com/ePC/start.do>

OneDrive: <https://onedrive.live.com/about/en-us/signin/>

- a. **Preschool:** Curiosity Corner

Teachers will have two weeks' worth of print materials if students don't have access to a computer and internet. Special Education teachers, and teachers with inclusion students, will be assigning modified work to

students with IEPs and 504s. Modifying work will be done with print packets teachers will be providing.

ESL/bilingual students will be contacted on an individual basis with modified work. Global calls and memos will be translated into the student's primary language and will be distributed accordingly.

- i. Home Links DVD/Web Links provided by Curiosity Corner
- ii. Suggested activities updated on teacher's OnCourse website
- iii. Teachers have prepared activity packets for each child to be distributed if schools close.
- iv. Teachers are holding virtual meetings via secure Zoom meetings
- v. Families are encouraged to participate in an online SeeSaw platform where they can view videos and posts from the teacher and upload student work/pictures.

b. K-4:

Teachers will have two weeks' worth of print materials if students don't have access to a computer and internet. Special Education teachers, and teachers with inclusion students, will be assigning modified work to students with IEPs and 504s. Modifying work will be done online through ThinkCentral.com, Sumdog and ReadingPlus, as well as with print packets teachers will be providing. Teachers will use a virtual learning platform, SeeSaw, to post videos, assignments and activities for students to participate in. Parents and students are encouraged to post videos and assignments to the platform.

ESL/bilingual students will be contacted on an individual basis with modified work. Global calls and memos will be translated into the student's primary language and will be distributed accordingly.

- i. Journeys ELA
 1. Consumable Textbooks
 2. ThinkCentral.com
 - a. Virtual Textbook
 - b. Can assign workbook pages, tests, quizzes
 - c. Students can answer and submit online
 3. Independent Reading
 - a. Online or print books
 4. Writing Prompts/Journaling
 - a. Will be assigned on teacher's websites or in print material that is distributed.
 5. Symbaloo.com
 - a. Teacher has different age appropriate links listed on this page
 6. NJSLA Practice Grades 3-4
 - a. <https://trng-nj.pearsonaccessnext.com/customer/index.action>
 7. Flocabulary.com
 8. Readingplus.com

- a. Grades 3&4
- ii. Handwriting
 - 1. Practice Workbooks/Worksheets
 - 2. Typing.com
 - 3. Symbaloo.com
- iii. Big Ideas Math
 - 1. Consumable Textbooks
 - 2. ThinkCentral.com
 - a. Virtual Textbook
 - b. Can assign workbook pages, tests, quizzes
 - i. Students can answer and submit online
 - 3. Math Fact Practice
 - 4. Sumdog.com
 - a. Standards based math games
 - 5. Symbaloo.com
 - a. Teacher has different age appropriate links listed on this page
 - 6. Flocabulary.com
 - 7. NJSLA Practice Grades 3-4
 - a. <https://trng-nj.pearsonaccessnext.com/customer/index.action>

c. **5-8:**

All students have school issued laptops. Students take these laptops home with them every night to use for their coursework. All textbooks are downloaded to student machines and are also available online. Teacher/Student communication is done through Office365, OneDrive, Outlook and Teams on a regular basis. Teachers will have two weeks' worth of print materials available if students don't have access to internet at home. Teachers will conduct virtual classroom sessions via Teams video conferencing. This will give students an opportunity to receive instruction and allow them to ask questions in real time. ESL/bilingual students will be contacted on an individual basis with modified work. Global calls and memos will be translated into the student's primary language and will be distributed accordingly.

- i. ELA
 - 1. Online/Downloaded Textbooks
 - 2. ThinkCentral.com
 - a. Virtual Textbook
 - b. Can assign workbook pages, tests, quizzes
 - c. Students can answer and submit online
 - 3. IXL.com
 - 4. Flocabulary.com
 - 5. Independent Reading
 - 6. ReadingPlus.com
 - a. Grades 5 and Special Education students

7. Journal Prompts
 8. NJSLA Practice
 - a. <https://trng-nj.pearsonaccessnext.com/customer/index.action>
- ii. Math
1. Big Ideas Math online
 2. Consumable Textbooks
 3. IXL.com
 4. Sumdog.com
 5. Flocabulary.com
 6. Math Fact Practice
 7. Symbaloo.com
 8. NJSLA Practice
 - a. <https://trng-nj.pearsonaccessnext.com/customer/index.action>
- iii. Science
1. Pearson Science
 - a. Pearsonrealize.com
 - i. Interactive Textbook, Assignments
 2. Print materials available
 3. NJSLA Science Practice Tests
 - a. <https://measinc-nj-science.com/>
 4. Symbaloo.com
 5. IXL.com
 6. Flocabulary.com
- iv. Social Studies
1. Textbook downloaded on student computers
 - a. All work is done through OneDrive on a daily basis while in school. Teacher shares all course work digitally with students.
 2. Print Materials Available if students don't have internet access at home.
 3. IXL.com
 4. Flocabulary.com
 5. Symbaloo.com
- d. ESL/ELL Students:**
- i. K-8 English Language Learners (not applicable for PK students) will receive modified instruction during remote learning through the avenues discussed throughout this document.
 - ii. Communication: written updates to families of ELLs include Spanish translations; all translated communication is also posted to the district website; a Spanish speaking staff member will make frequent phone calls to Spanish-speaking families to check-in and assess progress and challenges. Classroom Teachers will collaborate with Spanish speaking staff members in order to differentiate work for ELLs and utilize the feedback they receive to plan appropriately for those students.

e. Related Services:

i. OT

Therapist has prepared print packets to go home with each child.

Therapy will be doubled up later in the year if a cancelation is necessary.

1. Yourtherapysource.com
 - a. Fine motor activities
 - b. Handwriting worksheets and activities
 - c. Sensory processing activities
2. Print version of these activities will be available

ii. PT (all our PT students are consult only at this point)

Therapist has prepared print packets to go home with each child.

Therapy will be doubled up later in the year if a cancelation is necessary.

1. Yourtherapysource.com
 - a. Gross motor activities
2. Print version of these activities will be available
3. Yoga for kids
 - a. <https://www.youtube.com/watch?v=X655B4ISakg>

iii. Speech

Therapist has prepared print packets to go home with each child.

Therapy will be doubled up later in the year if a cancelation is necessary.

1. Phone Speech Sessions
 - a. Therapists can call families for sessions
2. Articulation Practice
 - a. <https://www.youtube.com/watch?v=HC6VVQ2PxOY>
 - b. <https://www.youtube.com/watch?v=w4XDjnNI8Ew>

f. Students with Disabilities

- i. Special Education teachers, and teachers with inclusion students, will be assigning modified work to students with IEPs and 504s.
 1. Modifying work will be done online through ThinkCentral.com, Sumdog, IXL and ReadingPlus, Teams, as well as with print packets teachers will be providing.
- ii. Case managers will contact teachers and families on a regular basis via phone calls, Google Hangouts (Video Chat), and via email to ensure students, parents and staff are being supported during the closure.
 1. Parents, teachers, 504 Manager and Case Managers will communicate via email, phone calls or video chat to discuss challenges students may be having at home and modify coursework as needed.
- iii. Case managers will be having IEP meetings virtually through Google Hangouts. All notifications for meetings will be sent to parents, teachers and therapists with directions on how to access the virtual meetings. All detailed tracking is documented in Realtime for both IEP/Related Services. CST is following guidelines provided by the Office of Special Education.

- iv. Concerning evaluations and reevaluations, other modes of data that can be captured virtually are being considered (inventories, surveys, informal interviews, record review, past standardized testing, diagnoses) whenever possible and in the cases where an in-person evaluation is necessary, notes are made for follow-up evaluations. For students aging out of EI- the Developmental Assessment of Young Children (DAYC) will be completed virtually.
- v. Monthly logs that are sent with billing will detail the type of contact that is being made with the student and the student's family. Related service staff have been asked to keep detailed daily log notes indicating the amount of time spent with each contact and a brief description of what was discussed, worked on or mentioned.

g. Attendance

- i. Students will be counted as present if they are participating in remote instruction for that day
- ii. Parents have been instructed to call the school to report their child absent if they are sick. Secretaries will mark absentees in OnCourse
- iii. Nurses, counselor, teachers and administrators will contact families if student is not participating in online instruction and/or submitting assignments
- iv. Administration will have virtual retention hearings with parents and students if work is not submitted

h. Summer Programming

- i. Students who attend ESY will attend at their normal out of district location.
 - 1. Greenwich Stow Creek Partnership Schools doesn't offer ESY services on site.
- ii. Greenwich Stow Creek Partnership Schools is closed during the summer months.
- iii. If conditions permit, we will hold a graduation ceremony before the start of the 2020-2021 school year
 - 1. At this time we are planning a graduation video for our 8th graders. We are requesting parents send photographs of their graduating children, students will be allowed to record their speeches, musical performances and submit. Presenters will record the presentation of awards and administration will record speech. The graduation video will be distributed to families by the end of the school year.

i. Technology

- i. On March 10 every family received a Home Technology Survey. The survey asked about access to a device, access to internet and access to a printer. 100% of our families, Preschool-8th grade, have access to a device and the internet.
- ii. Parents are instructed to call the school if students are having an issue with their technology.

1. If there is a hardware issue with a school issued laptop, a service ticket is created by sending an email to ITsupport@stowcreekschool.com
 - a. If the hardware issue can't be resolved remotely the school issued computer is replaced via "no contact" drop/pick up.
2. If the student is struggling navigating a program a teacher or administrator talks the student through the problem.