



# BELVIDERE SCHOOL DISTRICT

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## *Celebrating our Past and Empowering our Future*

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## **Health-Related School Closure Preparedness Plan** **revised May 6, 2020**

***NOTE: On May 4, 2020, Governor Murphy announced the closure of all New Jersey schools for the remainder of the 2019-20 school year. This plan will be in effect through at least June 30, 2020, and until schools are reopened or the plan is revised.***

### **1. Communication**

Information will continue to be disseminated to families through the Blackboard Alert System district website, and social media (Facebook and Twitter). Following current recommended health protocols, school and district offices will be staffed only by essential employees for critical needs.

### **2. Instructional Time**

Each student will be provided up to 20 hours of guided learning experiences per week as designed by the school's teaching staff. Students are expected to devote additional time and engage with these activities on every school day. Instructional and support staff work remotely to interact with students and to update guided learning experiences daily.

### **3. Instructional Expectations**

#### **a. Pre-K**

- i. Students are engaged in guided learning experiences, meetings, and assessments using Google Meet and online, print, and other hands-on materials provided by their teachers.
- ii. Hard copies of guided learning experiences and materials will be made available for pick-up in the Belvidere Elementary school lobby.

#### **b. Grades K-4**

- i. Students are engaged in guided learning experiences, meetings, and assessments using available online resources provided by their teachers through

Google Classroom and Google Meet. Students brought home their textbooks and other print materials prior to the start of the health-related school closure.

- ii. The only exceptions are for the few students still having internet access issues on which the district continues to work with a goal of providing 100% access. In those cases, hard copies of guided learning experiences are being provided by the teaching staff.

c. Grades 5-8

- i. Students are engaged in guided learning experiences, meetings, and assessments using available online resources provided by their teachers through Google Classroom and Google Meet. Students brought home their textbooks and other print materials prior to the start of the health-related school closure.
- ii. The only exceptions are for the few students still having internet access issues on which the district continues to work with a goal of providing 100% access. In those cases, hard copies of guided learning experiences are being provided by the teaching staff.

d. Grades 9-12

- i. Students are engaged in guided learning experiences, meetings, and assessments using available online resources provided by their teachers through Google Classroom and Google Meet. Students brought home their textbooks and other print materials prior to the start of the health-related school closure.
- ii. The only exceptions are for the few students still having internet access issues on which the district continues to work with a goal of providing 100% access. In those cases, hard copies of guided learning experiences are being provided by the teaching staff.

#### **4. Internet Access and Digital Devices**

- a. Students whose families do not have a computing device at home have been offered a district-provided device.
- b. Students whose families do not have internet access have been offered free hotspots by community partner Comcast.
- c. The technology staff published an email address for students and families to request IT assistance.

#### **5. Special Learning Needs and Student Support Services**

- a. Any student with special learning needs who cannot participate successfully in remote learning is being provided hard copies of guided learning experiences in addition to textbooks and other print materials.
- b. Student support services (i.e., OT, PT, speech, CST, counseling, nursing) are being provided remotely where possible. To address mental health needs, guidance

counselors have established office hours and outside therapists continue to meet with students virtually. Students, staff, and parents have been polled about the things that cause the most stress and steps have been taken to offer support in those areas.

- c. Individual special education needs are being addressed by a committee of teachers and CST case managers. A spreadsheet identifying each student's needs for each content area was created and the committee meets weekly to determine the steps necessary to meet those needs (e.g., 1:1 virtual support from a teacher assistant, staff working with the family to coordinate outside agency support, staff working with parents to navigate the online learning process and help set up a schedule for students to work at home). Case managers are maintaining contact with parents on a regular basis. Parents are being invited to do virtual IEP meetings by mutual consent.
- d. ELL students are interacting with language proficient staff regularly. All student learning materials and parent communications are translated appropriately or made accessible using translation applications.

## **6. Attendance and Grading**

Student attendance is based on participation in guided learning experiences and counts toward promotion and graduation according to district policy. Lack of participation is being addressed by staff phone calls to parents to address the issues. Grading will continue to be handled in the same manner as it was prior to closure. Any modifications would be announced by school administrators.

## **7. Free and Reduced Price Meals**

- a. Meal pickup dates will occur every Monday and Thursday (with the exception of Memorial Day, which pickup would be Tuesday) through the end of the school year.
- b. Meal Pickup Locations - 8:30 am to 10:00 am. Eligible families should pick up meals for all their pK-12 children at the Belvidere High School gym lobby entrance.
- c. If parents cannot pick up meals on these dates and times, an older child or neighbor can pick up for the family. Please contact the district with any individual concerns.
- d. Maschio's Food Service is offering free lunch to students and their siblings under the age of 18 regardless of economic status during this time. Parents should contact the school if interested.

## **8. Extracurricular Activities and Field Trips**

All school related trips, athletic competitions, and other extracurricular activities are cancelled for the remainder of the 2019-20 school year.

## **9. Building Access**

The school and district offices will be closed to the public through at least June 30, 2020. The only exceptions will be for distribution of meals and learning packets. Any school-level modifications to this protocol will be communicated by school offices directly.

## **10. Building Maintenance**

Enhanced cleaning procedures include regular disinfection of any desks, tabletop surfaces, and touch points (door knobs, handles, handrails, sinks, faucets, toilets, urinals, etc.) that are used during the school closure. These procedures are used during normal cold and flu seasons and are effective preventive measures in the current situation. The disinfectant being used has been approved by the distributor for treating multiple types of bacteria, influenza, and coronaviruses including COVID-19. Maintenance projects are being accomplished through our work order system when personnel are in the buildings for essential reasons.

## **11. Demographic Profile**

- a. Belvidere School District is a Pre-K-12 school district
- b. Total enrollment – Six hundred sixty-two (662) students
- c. Three hundred twenty-five (325) Male students and three hundred thirty-seven (337) Female students
- d. Fifty-six (56) Economically Disadvantaged (ED) students
- e. Twenty-seven (27) State Funded Preschool students
- f. Ninety-three (93) Students With Disabilities
- g. One (1) Homeless student

## **Summer Programming**

The district will offer its summer enrichment, remedial services, credit recovery, and extended school year programs remotely from July 27-August 20th on Mondays through Thursdays from 8:00 am to 12:00 pm. The ESY program is being designed to meet individual needs as specifically as possible. The summer enrichment program for grades K-8 is being designed as a workshop model with students choosing among multiple learning activities on a weekly basis. We will update our Summer Plan in June.

## **Additional Information**

This plan may require adjustments during its implementation. If revisions become necessary, the revised plan will be resubmitted to the Warren County Executive Superintendent for review and communicated as noted above.

This health-related school closure should not be cause for alarm or speculation. It should also not be cause for fear, stigma, or discrimination based on a population or nationality from a region that may be especially at risk for the disease.

For up-to-date information on coronavirus and other health issues, please go to the State of New Jersey's website at <https://www.nj.gov/health/cd/topics/ncov.shtml>.

## **Essential Employees**

<b>Essential Employees by Category</b>	<b>Role of Employee</b>	<b>Duties / Work Stream</b>	<b>Number of Essential Employees Per Category</b>
Teachers	Instruction	Designing guided learning experiences; interacting with students; assessing student progress	No employees onsite; 20 hours per week of guided learning experiences
School Administration	Managing school operations	Interacting with staff, students, parents, and community members; handling mail and deliveries; managing meal delivery with volunteers	2 employees per school on meal delivery dates; all administrative staff have access to email and voicemail
Security	Securing facilities	Monitoring health and safety during food delivery	1 employee per school on meal delivery dates
Maintenance	Maintaining facilities	Fulfilling work orders; assisting with meal transport	2 employees on meal delivery dates; others on as needed basis
Custodial	Cleaning facilities	Maintaining the cleanliness of buildings	1-2 employees per school per day on rotating basis
Technology	Technology support	Supporting teachers with remote instruction; maintaining information systems; repairing equipment	3 employees; combination of onsite and remote work
Food Service Company (Maschios)	Meal service	Preparing and packaging meals; transporting meals to schools	No district employees (Maschio's employees will only be delivering meals on the specified meal distribution dates). Meal preparation is done off-site.
District Administration	Managing district operations	Processing personnel and business services; interacting with staff, parents, and community members; handling mail and deliveries; managing meal delivery with volunteers	1 employee on meal delivery dates; all administrative staff have access to email and voicemail