

Lawrence Township School District

# School Closure Preparedness Plan

Updated June 16, 2020

Stakeholders involved in the creation of this plan:

Shelleymarie Magan, Ed.D., Chief School Administrator

LisaDiNovi, Business Administrator



## PURPOSE

The Lawrence Township School District's (LTSD) School Closure Preparedness Plan will serve as a resource guide for planning for, responding to, and recovering from a pandemic that may impact or is impacting our school and community. Unlike most other disasters or crises, a pandemic is people-centric and will require a community and people-focused response. Although this document is specifically focused on outlining the district's response to COVID-19, the same or similar strategies may be used to address any highly infectious illness that may impact our community.

The primary goals of this plan are to:

- Prevent or minimize the spread of illness while preserving, to the extent possible, the continuity of essential school and district functions.
- Continue the essential operations of the LTSD, to the extent possible, in the event of increased student or staff absences due to an outbreak of a highly infectious illness.
- Ensure effective, timely, and situation-sensitive decision-making related to any outbreak that is impacting or has the potential to impact the LTSD community.
- Establish a clear communication plan that ensures that students, families, and staff receive timely and accurate information regarding illness prevention and infection control strategies as well as information about impacts to the school district and available services.

As additional information about COVID-19 are identified or become available, these primary goals may be updated.

The LTSD consist of 507 students who are included in the demographic categories that follow:

State Funded Preschoolers	64 children
Homeless	6 children
Migrant LSE	4 children
Students with Disabilities	81 children
English Language Learners	7 children
Free and Reduced Lunch	231 children

## PREPARATION

Preparedness includes the actions and measures taken before an event to better handle that situation when it arises. In this case, the Centers for Disease Control and Prevention (CDC) plays a significant role in ensuring that states and local health departments are prepared for public health emergencies. At the state and local levels, the NJDOH and the Cumberland County Department of Health collaborate with the Cumberland County Department of Education and the LTSD to prepare the district prior to, during, and after exposure to a highly infectious illness.

Prior to or in the early stages of an outbreak or pandemic, public health officials encourage the practice of every day good health habits and implementation of non-pharmaceutical interventions to prevent and protect the population from the spread of highly infectious illness. These habits include:

- Avoiding close contact with people who are sick.
- When you are sick, stay away from others to prevent passing on your illness.
- Cover your mouth and nose when sneezing or coughing with a tissue and then throw away the tissue and then wash your hands.
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth to prevent the spread of germs.
- Practice other good health strategies, including cleaning and disinfecting surfaces especially when someone is ill; get plenty of sleep, manage stress, and be physically active.

In addition to these good health habits, other non-pharmaceutical interventions that can help to mitigate the spread of illness in the community include:

- Social distancing or creating ways to provide distance between people in close contact areas including at work and at school.
- Closures or cancellations of non-urgent events and avoidance of scheduling community events during an outbreak or pandemic in Cumberland County or neighboring region
- Communication with students, families, employees, and community members that informs and provides updates on the status of an outbreak or pandemic and provides information on good hygiene methods that may help mitigate the spread of illness.
- Ongoing monitoring of the outbreak or pandemic, remaining alert, prepared and informed about the pandemic and appropriate steps to prevent the spread of illness.
- Maintaining clean, sanitized and disinfected environments.
- Encouraging those who are sick, including students and staff, to stay home.

As LTSD continues its preparation efforts, the district is also implementing the following preparedness measures in accordance with guidance from the CDC, NJ Department of Health, and the Cumberland County Department of Health.

### **Planning:**

Reviewing, updating, and implementing emergency operations plans in collaboration with the Cumberland County Department of Health.

- Monitoring and planning for absenteeism in schools and offices.
- The LTSD follows guidance from the New Jersey Department of Health.
- Review of attendance and sick leave policies. Encouraging students and staff to stay home when sick.

The CDC and the Cumberland County Department of Health have developed guidelines for businesses managing employee leave and sick time. The district will reference these guidelines as needed.

- Identifying critical job functions and positions and planning for alternative coverage of these positions as needed.
- Developing plans for remote learning for students and for remote work for staff in the event of extended closures.
- Encouraging staff to prepare for potential absence or closure by organizing lesson plans ahead of time, bringing materials home as needed to allow for remote work, etc.
- Determining what level of absenteeism will disrupt teaching and learning.
- Creating communication plans to ensure that students, families, staff, and the community receive information necessary to prepare for and respond to an outbreak.

### **Education and Prevention:**

Encouraging all students, families, and staff to follow the good health habits and encouraging implementation of measures that prevent the spread of illness.

- Sharing resources with families to help them understand when to keep children home.
- LTSD will continue to share the resources published by the CDC and the Cumberland County Department of Health.
- Following procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible and ensuring that sick students and staff are separated from well students and staff until they can leave.

- Performing routine environmental cleaning of the school, busses, and offices including cleaning of frequently touched surfaces (i.e. doorknobs and frames, light switches, countertops, tabletops, backs of chairs, pencil sharpeners, keyboards, mice, monitors, portions of walls, etc.) with cleaning products according to the directions on the label.
- As of February 2020, custodial services are following cleaning protocols for norovirus and influenza at LTSD. This protocol includes daily disinfecting of frequently touched surfaces like those outlined above. Additionally, custodians at LTSD will begin using Clorox Total 360 System technology, upon receipt of the machine, which has been proven effective on most viruses and microbes including E.Coli, Salmonella, C. Diff, and MRSA.
- In times of more prevalent illness, the custodial department works closely with the Cumberland County Health Department regarding cleaning and disinfection protocols. The district will continue to adopt and implement additional preparedness measures as they are identified.

## **RESPONSE**

If local health officials report that there are cases of COVID-19 in Cumberland County or in counties adjacent to Cumberland County, LTSD will transition into a response phase. The first step of any response phase will be in consultation between school administration and local health officials from the Cumberland County Department of Health and the Cumberland County Department of Education.

Once it is determined that transition to a response phase is necessary, the LTSD will consider the circumstances and determine the most appropriate response. The potential response options and phases outlined herein are based on current knowledge of COVID-19. As additional information becomes available about the virus, how it spreads, and how severe it is, this response protocol may be updated in accordance with recommendations provided by the Cumberland County Department of Health and the CDC. The date of the most current revision will appear on the front cover of this document.

### ***Immediate and Temporary LTSD School/Office Closure***

According to the Centers for Disease Control and Prevention, temporarily dismissing childcare programs and K-12 schools is a strategy to stop or slow the spread of COVID-19 in communities. Local health officials may recommend temporary school closures in instances where a student or staff member attended school or work prior to being confirmed as a COVID-19 case. In such instances, local health officials with the Cumberland County Department of Health will make recommendations related to the scope of the closure.

The duration of closures will be determined on a case-by-case basis using the most up-to-date information available about COVID-19 and the specific case(s) in the community.

In the event of exposure within the LTSD community, or if local health officials recommend closure of the LTSD, local high schools, the entire County school system, or Statewide closure, the following steps will be taken:

### **STEP ONE: Communication**

LTSD will confer with local health officials, primarily the Cumberland County Department of Health, and State and County Department of Education to obtain a recommendation regarding school closure, timing, scope, and duration.

LTSD will communicate the closure to the community, which includes students, families, staff, and community members.

- In accordance with the Family Educational Rights Protection Act, or FERPA, if the closure is due to a particular person, LTSD will not identify the name, grade, or age the student(s) or staff member(s) confirmed to have tested positive for COVID-19.
- LTSD will communicate plans for school and office closures and event/group activity cancellations as appropriate and in as timely fashion as possible. Information about the closure will be shared as soon as possible after closure determinations are made via:
  - LTSD website and the Lawrence Township Educational Network Facebook page;
  - Blackboard emails, phone calls, and text messages to families and staff;
  - Signage on the door at LTSD; and
  - School outgoing voicemail recordings.

Information about closures will be updated as often as needed to ensure that the community has the most current information available.

## **STEP TWO: Building Closure and Cleaning**

The school will be closed beginning on the date/time determined in collaboration with local health officials. The extent of closure, whether it impacts students only or students and staff, will be determined in partnership with local health officials.

- Only identified essential personnel and building administrators will have access to the school building during closure (CSA, BA, SACSS,SSE, Head of Maintenance, all maintenance and custodial staff, Technology teacher, Technology Coordinator, AV Coordinator).

**As of March 24<sup>th</sup>, 2020, all essential staff received the following letter:**

March 24, 2020

RE: Essential Staff

To Whom It May Concern:

In accordance with Governor Murphy's Executive Order, please allow Robert Williams, AV Coordinator and member of the Technology Team, the opportunity to fulfill his duty as "essential personnel" at the Myron L. Powell School. The students are in need of technology devices to perform their lessons remotely. Therefore, Mr. Williams will be "on-call" to provide service to the computers at the school when deemed necessary.

Please contact me with any questions or concerns.

Sincerely,

*Shelley Magan*

Dr. Shelley Marie Magan  
Chief School Administrator

- Students are not to enter LTSD during a closure. Teachers, aides and other staff are only to enter LTSD during a closure when invited for a mandatory event or if they inform the CSA of their need and purpose to enter the building. The CSA shall keep a record of the dates, times, and names of all staff who enter the building in the event someone tests positive and contact tracing is deemed necessary. The building must be sanitized after staff members are in the building for events such as packet distribution and weekly food distribution.
- LTSD cafeteria will only be open during building closures to provide meals, breakfast and lunch, for all children ages 18 and younger, to be picked up at the Myron L. Powell School.
- All regularly scheduled events, including athletic and extracurricular activities, performances, etc. will be cancelled or postponed until further notice.
- All facility rentals will be cancelled or postponed until further notice.
- The HAWKS NEST after school childcare at LTSD will be cancelled.
- Students will be asked to take all necessary learning technology and curricular materials home with them for use in e-learning for the duration of the closure as directed by their teachers.
- Staff will be required to take all work-related technology and tools home with them for use in support of e-learning or telecommuting for the duration of the closure as directed by the CSA.
- Cleaning of the LTSD will be completed in accordance with district protocols and in accordance with recommendations from the Cumberland County Department of Health. All cleaning will be completed prior to the implementation of any student or staff re-entry.
- Cleaning protocols in response to a closure would include removing trash and recycling from the building, vacuuming all floor surfaces, sweeping, mopping, scrubbing all desks, counters, sinks, and tabletops. Restrooms, bathrooms, and the nurse's office would be cleaned and disinfected. All high-touch surfaces would be disinfected, including wiping all surfaces with towels that have been soaked in disinfectant. Surfaces with cracks or corners will be wiped and sprayed with disinfectant. All preschool and kindergarten toys will be disinfected. All carpets will be sprayed with disinfectant and all kitchens, including floors, prep areas, serving tables, and equipment would be disinfected. Buses and child restraint devices for transportation will be cleaned and disinfected as well in accordance with the transportation companies' procedures.
- The business office has articulated a plan to ensure that payroll will be processed based on all current scheduled assignments and paid to existing direct deposit accounts.
- Signs will be posted at the school indicating playground closures for the duration of the school closure or unless otherwise determined. Playgrounds and school grounds with fencing such as the basketball courts will be secured/locked and no access will be permitted.

**Signs were posted as of April 9<sup>th</sup>, 2020 on the above locations. See next pages for signs.**

**Notice:**  
**The MLP**  
**Playgrounds are**  
**CLOSED**  
**until further notice.**



**Notice:**  
**The MLP**  
**Basketball Courts**  
**are CLOSED**  
**until further notice.**







## **STEP THREE: Continuity of Educational Services**

- LTSD will collaborate with the Cumberland County Department of Education regarding any necessary waivers to state requirements for in-person instructional hours, school days, or seat time. As of March 4, 2020, decisions regarding school closures will be made in partnership with the Cumberland County Health Officer.
- The Cumberland County Department of Education will provide guidance regarding state assessment requirements.
- The LTSD has developed comprehensive plans that would support the continuity of education and district services.
- In the event of a closure, the district will implement plans for administrators to;
  - Collaborate with teachers to develop resources for distance learning experiences.
  - Provide training to teachers if needed to support e-learning for students including preparation of online lessons, use of online learning platforms, etc.
  - Define clear expectations for teachers to support e-learning as part of this planning effort.
- In the event of a closure, LTSD will implement plans for students that include;
  - Initially, preparing for and distributing individualized home-instruction packets created for all students in grades PreK through 8th grade. Packets would be sent home with students prior to the school closure if the closure date is known. If the closure date is unknown, arrangements would be made with families to safely pick-up the packets from the school following all social distancing guidelines.

**The district utilized packets from the date of our closure March 16<sup>th</sup>, 2020 through the end of Spring Break, April 19<sup>th</sup>, 2020. As of Monday, April 20<sup>th</sup>, all teachers were prepared to provide online lessons.**

    - The comprehensive packets ensure an equitable academic program for all students and take into consideration the varying learning needs of students. Teachers would provide modified assignments to students who would otherwise receive specific accommodations. Case managers would communicate with teachers and parents to assure modifications are being implemented according to each student's needs.
    - Students with Individualized Education Plans (IEP) and other related services will be provided with resources to support their development.
    - Case managers will reach out to all parents, including those of students in out-of-district placements through email and phone calls. The needs of parents who require language translation will be met through the Google-Translate app, or through the assistance of a staff member who is able to translate.
    - Digital platforms will also be used for mandated meetings for students with IEPs. Annual review meetings would be scheduled through video-conferencing. If a parent objects to the meeting format the district will postpone the meeting until we can meet in person. Initial and re-evaluations, when testing is warranted, will be completed as quickly as possible once we return to school.
      - Therapists and counselors would contact parents through email and phone to assist them in completing activities with the students. Counselors, therapists and aides would make themselves available through video-conferencing to assist students to complete work.

- Speech therapy, occupational therapy and counseling would be provided remotely through individually prescribed at-home activities included in the children's take-home packets. Additional activities would be distributed to the students every two weeks. Remote services would begin as soon as permission from the parents or guardians would be granted.
- All students receiving related services will be assessed upon the return to school to determine the need for compensatory services. Frequency and duration will be considered per individual student need.
- Physical Therapy is not being offered remotely at this time. Students will be assessed for compensatory services once school resumes or that service is deemed safe for the student.
- Case managers will be in contact with administrators of out-of-district schools to assure students in their placements are receiving appropriate home instruction during the school shutdown.
  - If the out-of-district school returns to session prior to the date of the homeschool district, the district will determine on a case-by-case basis if the student will attend. Factors such as the safety of the student, as compared to the in-district students, as well as availability of transportation will be considered in making the determination.
  - The CST secretary will communicate with transportation vendors of school closings and reinstatement of transportation services once schools resume operation.
- Teachers will switch from paper/pencil packet work to online learning modules as soon as all teachers are adequately prepared.
 

**As of April 20<sup>th</sup>, 2020, all teaching staff members had the training and knowledge needed to instruct using online platforms.**
- Teachers will be available daily to respond to email for questions and concerns. The district estimates that staff would spend a minimum of 1-2 hours each day to check emails, communicate with parents, prepare future lessons, etc. Teachers will be engaged for the remaining hours of the day in teaching lessons through online platforms such as Google Classroom, Zoom, and other newly discovered outlets.
- Clear expectations for student engagement in e-learning will be defined by each teacher in their plans.
- Successful teaching will be determined by continuing to review, assess and provide valuable feedback to weekly lesson plans that are submitted through each teachers' online portal.
- Student and teacher performance will be closely monitored by teachers, supervisors and administrators to determine the amount of teacher interaction, face-to-face time through Zoom Meetings, Skype sessions or FaceTime calls, percentage of students who require additional support, percentage of students who are not completing assignments, grades for each marking period and mid-marking period, and logged communication time and methods with students and families in need.

**As of April 20<sup>th</sup>, 2020, the chart below shows platforms, grading and attendance procedures.**

<b>Grade Band</b>	<b>Grade</b>	<b>Learning Platforms</b>	<b>Grading</b>	<b>Attendance &amp; Instructional Time</b>	<b>Differentiation</b>
<b>Preschool-2<sup>nd</sup> Grade</b>	<b>Pre-K</b>	Weekly plans posted to each teachers' website. Teachers communicate through Class DoJo or Remind App. Teachers are asked to hold Zoom meetings at least 2 times per week. Every 2 weeks, parents come to school to pick-up materials for hands-on learning. Activities are provided for each material such as chalk, playdoh, markers, dry erase white boards. Links are embedded into weekly lesson plans for videos that lead movement, stories, educational games such as: Abcya.com, starfall.com, pbskids.org, funbrain.com, chiildrensmuseum.org, hwt.org	High/Scope COR Assessment system used. Teachers set up individual Zoom meetings families to provide activities to determine level of development in each area. Teachers ask parents to send them pictures of student work in order to view the finished product and process in order to determine the developmental level of the students in all areas.	A student is present if their parent submits a photo of their child completing an activity for that day or attends a Zoom meeting with the teacher or instructional aide.  About 2 hours of direct teaching time of work is assigned each day if parents choose to complete all of the suggested activities.	Students are offered tutors, additional teacher-led instruction, or paper packets if they are requested or determined to be the better mode of learning for that student. Teachers, instructional aides, support staff and administrators will provide help and support to both parents and students by phone calls, texts, emails and letters.
	<b>K</b>	Weekly plans posted to each teachers' website. Teachers communicate through Class DoJo or Remind App. Teachers are asked to hold Zoom meetings at least 2 times per week. Links are embedded into plans for videos that lead movement, stories, educational games such as:Uniteforliteracy.com , raz-kids.com, i-ready.com, boomlearning.com,	Teachers set up individual Zoom meetings with families to provide lessons with assessments for the child to determine the level of development in a subject area. Work is counted as classwork. Standards-based report cards are provided at the end of the year.	A student is present if at least 80% of their work is completed and submitted for that week in each subject area.  About 2 hours of direct teaching time of work is assigned each day if parents	Students are offered tutors, additional teacher-led instruction, workbooks, or paper packets if they are requested or determined to be the better mode of learning for that student. Many electronic programs provide instruction for students at their own academic level. Teachers,

		scholastic.com		choose to complete all of the suggested activities.	instructional aides, support staff and administrators will provide help and support to both parents and students by phone calls, texts, emails and letters.
	1 <sup>st</sup>	Weekly plans posted to each teachers' Google Classroom. Teachers communicate through Class DoJo or Remind App. Teachers are asked to hold Zoom meetings at least 2 times per week. The curriculum used to teach the students is the same for home learning as it is in school. Each curricular area has an electronic component that is used for instruction: Mystery Science, Journeys, My World & Scholastic, Ready Classroom Math	Work is primarily submitted through Google Classroom and counted as classwork or homework. Some programs have the function of recording the completed work and therefore do not need to be submitted in Google Classroom. No tests are given that get weighted as tests, only check-ins such as Exit Tickets.	A student is present if at least 80% of their work is completed and submitted for that week in each subject area. Also, students are asked to sign-in to each teacher's Google Classroom each day.  About 2 hours of direct teaching time of work is assigned each day if parents choose to complete all of the suggested activities.	Students are offered tutors, additional teacher-led instruction, workbooks, or paper packets if they are requested or determined to be the better mode of learning for that student. Many electronic programs provide instruction for students at their own academic level. Teachers, instructional aides, support staff and administrators will provide support to both parents and students by phone calls, texts, emails and letters.
	2 <sup>nd</sup>				
3 <sup>rd</sup> -5 <sup>th</sup> Grades	3 <sup>rd</sup>	Weekly plans posted to each teachers' Google Classroom. Teachers communicate through Class DoJo and are asked to hold daily Zoom meetings. The curriculum used is the same for home learning as it is in school. Each curricular area has an electronic component that is used for	Work is submitted through Google Classroom and counted as classwork or homework. No tests are given that get weighted as tests, only check-ins such as Exit Tickets.	A student is present if at least 80% of their work is completed and submitted for that week in each subject area. Also, students are asked to sign-in to each teacher's	Students are offered tutors, additional teacher-led instruction, workbooks, or paper packets if they are requested or determined to be the better mode of learning for that student. Many electronic programs provide instruction

		<p>instruction: Mystery Science, Ready Reading &amp; Math, My World &amp; Scholastic</p>		<p>Google Classroom each day.</p> <p>About 2 hours of direct teaching time of work is assigned each day if parents choose to complete all of the suggested activities.</p>	<p>for students at their own academic level. Teachers, instructional aides, support staff and administrators will provide help and support to both parents and students by phone calls, texts, emails and letters.</p>
	4 <sup>th</sup>	<p>Weekly plans posted to each teachers' Google Classroom. Teachers communicate through the Remind App and are asked to hold daily Zoom meetings. The curriculum used is the same for home learning as it is in school. Each curricular area has an electronic component that is used for instruction: Mystery Science, Ready Reading &amp; Math, ebooks, BrainPop.com, HMHCO.com, iXL</p>	<p>Work is submitted through Google Classroom and counted as classwork or homework. No tests are given that get weighted as tests, only check-ins such as Exit Tickets.</p>	<p>A student is present if at least 80% of their work is completed and submitted for that week in each subject area. Also, students are asked to sign-in to each teacher's Google Classroom each day.</p>	<p>Students are offered tutors, additional teacher-led instruction, workbooks, or paper packets if they are requested or determined to be the better mode of learning for that student. Many electronic programs provide instruction for students at their own academic level. Teachers, instructional aides, support staff and administrators will provide help and support to both parents and students by phone calls, texts, emails and letters.</p>
	5 <sup>th</sup>			<p>About 3 hours of direct teaching time of work is assigned each day if parents choose to complete all of the suggested activities.</p>	

6 <sup>th</sup> -8 <sup>th</sup> Grades	6 <sup>th</sup> 7 <sup>th</sup> 8 <sup>th</sup>	<p>Weekly plans posted to each teachers' Google Classroom. Teachers communicate through text, email, Google Classroom feed, and are asked to hold daily Zoom meetings. The curriculum used is the same for home learning as it is in school. Curriculum has electronic components as well as new programs were introduced for home learning: iXL, Khan Academy, paper novels and books on youtube, HMHCO.com, Amplify</p>	<p>Work is submitted through Google Classroom and counted as classwork or homework. No tests are given that get weighted as tests, only check-ins such as Exit Tickets. Some exceptions are in programs such as iXL and Khan Academy where children take a topic quiz at the end of each unit</p>	<p>A student is present if at least 80% of their work is completed and submitted for that week in each subject area. Also, students are asked to sign-in to each teacher's Google Classroom each day.</p> <p>About 4 hours of direct teaching time of work is assigned each day if parents choose to complete all of the suggested activities.</p>	<p>Students are offered tutors, additional teacher-led instruction, workbooks, or paper packets if they are requested or determined to be the better mode of learning for that student. Many electronic programs provide instruction for students at their own academic level. Teachers, instructional aides, support staff and administrators will provide help and support to both parents and students by phone calls, texts, emails and letters.</p>
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**As of May 15<sup>th</sup>, 2020, the chart below shows the number of students who are successfully completing and submitting most of their work by being engaged in home learning.**

Grade	# of students	% of students successfully completing work
<b>Pre</b>	<b>64</b>	<b>94%</b>
<b>K</b>	<b>47</b>	<b>96%</b>
<b>1</b>	<b>48</b>	<b>96%</b>
<b>2</b>	<b>45</b>	<b>93%</b>
<b>3</b>	<b>32</b>	<b>94%</b>
<b>4</b>	<b>62</b>	<b>87%</b>
<b>5</b>	<b>60</b>	<b>87%</b>
<b>6</b>	<b>48</b>	<b>94%</b>
<b>7</b>	<b>56</b>	<b>93%</b>
<b>8</b>	<b>46</b>	<b>94%</b>
		<b>93%</b>

- Plans for support for students who are not engaged in home learning include assigning instructional aides to be one-on-one tutors through Zoom meetings, creating individual work contracts, emails/texts/calls from teachers, supplemental staff and administrators to students and to their parents, letters to parents explaining consequences for non-compliance
- Plans for students who refuse to participate in home learning while the school is closed will be mandated to attend a Virtual Summer School program in order to complete the work that was given during the school closure period.

**As of June 12<sup>th</sup>, 2020, the school will be closed a total of 57 School days, which count toward a student's 180 day required attendance in school each year.**

- Plans for supporting students without regular access to the internet and/or devices will be developed.
  - As of May 11<sup>th</sup>, 2020 the district distributed 250 Chromebooks.**
  - As of May 22<sup>nd</sup>, 2020 the district distributed 6 Hotspots.**
  - As of April 24<sup>th</sup>, 2020 the Migrant Tutoring Program through Gloucester County distributed 4 Hotspots.**
  - The district shall conduct a survey of all families to determine their needs for devices and internet/Wifi services.
    - As of May 15<sup>th</sup>, 2020, the most recent district survey showed that 20 families were using cell phones to provide their families with internet/Wifi services.**
  - The District will purchase contracts and hotspot devices for families without internet/Wifi services.
  - School owned Chromebooks will be available for families to rent. Parents/guardians will complete a rental agreement online and come to school on designated days to pick-up a device for each child in their family. Technology support will be available by the Technology Teacher. Families may exchange Chromebooks if needed due to device failure.

## **LAWRENCE TOWNSHIP SCHOOL DISTRICT Chromebook Guidelines**

### **General Chromebook Care Recommendations**

Students are expected to take appropriate care of their Chromebooks during the time assigned to them. It is the student's responsibility to ensure that his/her own Chromebook is functioning properly.

For prolonged periods of inactivity, you should shut down the Chromebook completely before closing the lid. This will help conserve the battery.

When using the Chromebook, keep it on a flat, solid surface so that air can circulate (For example, using a Chromebook while on a carpet or bed can cause damage due to overheating).

Liquid, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook.

Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force.

Never attempt to repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook.

Take care when inserting cord, cables, and other removable storage devices to avoid damage to the Chromebook ports.

Exposing your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time will cause damage.

A number has been applied to your Chromebook and your charger for ID purposes. Please do not place

additional stickers/items on the computer. Remember the Chromebooks are the property of the Lawrence Township Board of Education.

Keep your Chromebook away from magnets and magnetic fields, which can corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

### **Cleaning Your Chromebook**

Always disconnect the Chromebook from the power outlet before cleaning.

Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.

Wash hands frequently when using the Chromebook to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

### **Screen Care**

Picking the Chromebook up by the screen can cause damage. Please refrain from doing this.

Avoid touching the screen with fingers, pens, pencils, or any sharp instruments.

Avoid placing excessive pressure or weight on the Chromebook screen.

Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

Clean the screen with a soft, dry cloth, or anti-static cloth.

NEVER clean the screen with glass cleaner.

### **Carrying the Chromebook**

Chromebooks should always be shut down or placed in standby mode/hibernate mode before moving or carrying the Chromebook.

Always close the lid before moving or carrying the Chromebook.

Do not leave the Chromebook in a vehicle for extended periods of time or overnight.

Carefully unplug all cords, accessories, and peripherals before moving the Chromebook.

### **Security**

NEVER leave Chromebooks unsupervised.

Avoid using the Chromebook in areas where damage or theft is likely.

Chromebooks should not be stored in a vehicle. If a Chromebook is placed in a vehicle temporarily, it should not be visible from the outside.

### **Loaning Equipment to Others**

Students may not lend Chromebook or Chromebook components to others for any reason; this includes other family members.

### **Power Management**

It is the student's responsibility to fully recharge the Chromebook battery.

Chromebooks should be placed in standby or hibernate mode if they will be used within 30 minutes; otherwise, the Chromebook should be shut down. Hibernate mode will use less battery charge but will start back up a little slower.

### **Acceptable Use**

The LTSD Acceptable Usage Policy and Internet Safety Agreement state that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws.

### **Passwords**

Students will login under their assigned usernames and passwords. Students will not share their password with other students.

### **Email and Internet Use**

Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued Chromebook can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, online training, online courses, and online collaboration sites.

As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for use on the Chromebook while students are in school. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. LTSD cannot guarantee that access to all

inappropriate sites will be blocked. No filter is as reliable as adult supervision. It is the responsibility of the user to appropriately use the Chromebook and the Internet. LTSD will not be responsible for any harm suffered while on the Internet.

While the Chromebooks are in the care and temporary property of the student, the student is required to notify their parent/guardian if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

### **Internet Safety**

As part of our curriculum, students will be instructed about appropriate online behavior. We ask students to: Immediately report any unauthorized activity on the Internet or network.

Notify a parent/guardian immediately if you accidentally access an inappropriate site.

Never read someone else's email or open their folders or files.

Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.

Never arrange to meet an unknown person utilizing social networks from the Internet.

Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.

Protect your user account by keeping your password secure and logging off or locking the device when you're not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible.

Keep your password a secret.

Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.

Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

### **Off-Site Internet Use**

LTSD will not serve as a home Internet service provider. It is the responsibility of the parent/ guardian to monitor student Chromebook use, especially Internet access, in the home. Content blocked through the district's firewall when the Chromebook is used in school may not be blocked when the Chromebook is used at home. LTSD will not be held liable for student internet activity outside of the school.

Parents/Guardians may contact Comcast to see if they qualify for Comcast's Internet Essentials \$10-A-Month Service.

LTSD is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. No guarantee is implied.

### **Monitoring Chromebook Usage**

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

Students should never be left unsupervised while using Chromebooks or other computers. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the Chromebook and charger assigned to them upon request by the school district. A search of the Chromebook may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

LTSD personnel will be able to monitor/access student Chromebooks at any point during the day through remote transmission. Students may be randomly selected to provide the Chromebook for inspection. Students who fail to report damage to a Chromebook will be subject to additional fines and disciplinary actions.

## Privacy

There is no expectation of privacy regarding the contents of Google files and communication using any school-owned computer or network. LTSD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via LTSD's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Chromebooks, computers, or other equipment.

All Chromebooks have a monitoring system that is activated when the Chromebook is logged on. This enables the school to track all devices. The school does not have remote access to the web camera installed on each computer. Capturing video, audio, or photography without the consent of a classroom teacher is forbidden.

## Damages and Theft/Damages

Should the Chromebook be lost (this includes stolen devices) or damaged beyond repair, a parent/guardian will be responsible to cover the total cost of repairing or replacement of the Chromebook. Regardless of how the damage to a Chromebook is incurred, it is the responsibility of the student who has been issued the Chromebook to care for it and take responsibility for damages (including financial obligations).

Incidents of broken screens or repairable damages will require students to pay the total cost of the required repairs.

## Theft

If at any point a Chromebook is stolen when off school property, it must be reported to the State Police Department immediately by the parent/guardian of the student. Dr. Magan must also be notified at the time of the theft. A copy of the police report must be sent to Dr. Magan within 24 hours. Dr. Magan can be contacted via email: [smagan@myronlpowell.org](mailto:smagan@myronlpowell.org)

- Continuing services for students with an Individual Education Plans (IEP) or a 504 Plan, as well as providing mental health support to students remotely. The district will provide Compensatory services for OT/PT, Speech and Counseling services upon re-entry into the school building if needed.
- Since the district only has 7 students who are English Language Learners, we are not obligated to provide ELL services at this time. However, the teacher who is certified to teach ELL instruction is the teacher who provides writing support and RTI instruction for our 7 students who qualify for ELL services. That teacher continues to provide that instruction remotely to those students. Not all ELL students qualify for migrant services. The ELL teacher acts as a liaison between the migrant services program and the school.
- USDA compliant breakfast and lunch foods will be made available to all students. Initially, a survey will be sent on a weekly basis for parents/guardians to complete for the upcoming week. This survey will help determine how many food bags need to be prepared.

**As of April 6<sup>th</sup>, 2020, the district stopped using an electronic survey to determine students in need of food. The cafeteria prepares meals for 250 students each week, with additional food to make more meals on the spot if necessary.**

- The process will be a Grab and Go on East Ave. near the side doors for the school cafeteria. Employees will take bags of food from the cafeteria to the sidewalk where tables are set-up. Staff place the food bags on the table and step away from the table. A family member from the car gets out of their vehicle to retrieve the food from the table. A staff member from the food service company records that the student received the meals for the week in our POS system.
- Food pick-up will be between 7:30-9:30 am.
- Announcements for food pick-up will be made through:

- LTSD website and the LTEN Facebook page;
- Blackboard voice calls, emails and texts to families and staff;
- Signage on the LTSD doors.
- In the event of a closure, the district will implement plans for other staff by;
  - Providing training to non-instructional staff to support telecommute options, including training on remote use of key district software and information management systems.
  - Developing guidelines for each department with expectations for staff as related to working remotely. These guidelines will be communicated to staff the Chief School Administrator.
  - Planning for ongoing maintenance of the school as needed.
- Dependent on the time of the year when the school closure occurs, it may be necessary for students to return items to the school such as Chromebooks, textbooks, novels. Sports team jerseys, safety patrol belts, and hot spots. The return of school owned items will occur in a safe way, following social distancing rules by having all staff wear masks and remain 6 feet away from one another. Families will follow the same rules as food distribution with an 8 foot table being used to place items on for the staff members to remove.
- Dependent on the time of the year when school closure occurs, it may be necessary for the school to provide celebrations for students for their accomplishments. These celebrations include but are not limited to: commencement, NJHS induction, student awards. The dissemination of items related to the named ceremonies such as certificates will occur in a safe way, following social distancing rules by having all staff wear masks and remain 6 feet away from one another. Staff members will follow the same rules as food distribution with an 8 foot table being used to place items on for the family members or students to remove.

## **STEP FOUR: Recovery**

- In the event of school closures related to COVID-19, LTSD will communicate when our staff and the Cumberland County Department of Health officials have conferred and determined that it is safe to return to school as well as what steps and precautions will need to be followed at that time.
- The school, and its offices will be cleaned and sterilized, as appropriate, prior to reopening the building. As school is reopened, a process for cleaning and disinfecting equipment (i.e. laptops, cell phones, etc.) and materials brought home during closure will also be implemented. Cleaning and sterilization practices will be guided by recommendations from the Cumberland County Department of Health.
- Communication platforms that will be utilized to share information about the reopening of the building and the reentry process will include, but are not limited to, the district website and social media platforms, voicemail recordings, emails, phone calls, and text messages to staff and families.
- The LTSD will make every effort to return to "business as usual" following any necessary closures.
- The LTSD will follow the guidance provided by the CDC and other health organizations that are adopted and mandated by our state to provide us with the path for our new protocols.
- Considerations made to make the school building become a touchless building by installing

hands-free door openers, water faucets, toilet flushers, and water fountains.

Concurrently, the district will rely on the School Psychologist, Social Worker, and School Guidance Counselor to evaluate the need for additional support and resources for our students, families, and staff, and will provide these supports to the extent possible.

The district will also continue to partner with local health officials to monitor the illness on an ongoing basis and will continue to communicate with the community.

Debriefing among local health officials and school district staff will also occur after any closures to ensure that successes and challenges are identified to inform planning for any future pandemic events.

- **Considerations for Possible Extended Closures**

- The district will explore the potential need to modify school schedules as a result of extended closures (i.e. adding days to the end of the school year, etc.).
- The Chief School Administrator will follow the decisions made by the New Jersey Department of Education regarding requirements to make up days/class time missed and will consider modifying contracts with employees in the context of the Cedarville Teachers Association Employee Agreement.
- Long-term financial planning may need to be amended in order to meet the district's financial obligations (i.e. payroll, etc.)

- **Travel**

- As COVID-19 cases continue to be identified across the country and around the world, the LTSD will continue to evaluate whether to permit domestic travel for field trips or school-sponsored events and/or for staff professional development.
  - As of March 13, 2020, determinations about whether to travel are to be made by parents/guardians on behalf of students. Staff may make personal decisions about whether to travel.
  - Should the district make district-level determinations about whether to permit student and staff travel for district-sponsored events, field trips, professional development, etc., they will be made on a case-by-case basis and will be shared with students, families, and staff.

