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## **School Health-Related Closure Preparedness Plan**

### **Preparation**

- Plan for equitable access to instruction for all students
- Technology survey distributed to staff and students
- Teachers begin to research and develop web based instructional assignments
- Teachers prepare work packets for those students whose needs would be best met utilizing paper/consumable based assignments
- Substitute Teacher list generated
- Plan for the provision of school nutrition benefits or services for eligible students
- Administration designated approved platforms and resources

The next steps are identified as **Stage responses**:

### **Stage One/ Preparation for School Closure**

- Staff professional development day(s) dedicated to the implementation of web-based instruction
- Teachers prepare appropriate templates for web based instructional units
- Teachers will prepare lessons that will be adapted to be delivered electronically
- Computer technology staff begin modifying Chromebooks for check-out to students
- Online resources distributed and shared between staff to support web-based instruction
- Initiate an outreach plan to evaluate individual needs of families in regard to on-line delivery of instructional, therapeutic services, and related services
- Ongoing communication of the plan with sending school districts and parents through email, Honeywell system, phone calls and mailings
- Implement the provision of school nutrition benefits or services for eligible students
- Parents/Guardians informed of Google Classroom login credentials
- Required technology, paper student packets and provisions for meal program distributed via parent pick-up and/or overnight mail delivery

### **Stage Two/ Schools are Closed for Students**

- Inform Parents/Guardians, transportation and sending school districts through email and the Honeywell system
- Implement outreach plan to provide therapeutic and related services
- IEP and Annual Review meetings continued through Windsor Google Platform, conference calls or any form of communication that benefits all participants
- Implement Google Hangouts and Meet for staff, interdisciplinary, and classroom team meetings
- Develop and record communication logs
- Provide ongoing opportunities for staff professional development
- Implement Classroom Support and Technical Assistance email address and phone line
- Implement web-hosted weekly staff meetings and daily team meetings
- Staff Information repository created through Google Classroom
- Staff will be available during the school day to assist students through Google Suite

- Administration will be actively monitoring lesson planning and student engagement
- Administration assigned to Google classroom(s) as co-teachers to monitor daily interactions
- Administration will continue all supervisory duties and is accessible for ongoing support
- Staff work logs created to track workflow and processes
- Actively share online resources, tools and professional development among staff
- Weekly School Spirit Activities provided
- Remote school-wide behavior plan implemented
- Virtual extracurricular activities provided i.e. Virtual Concerts and Virtual Arts & Craft Activities
- Special Daily Activities Webpage provided through Google Suite

#### **Food Service Plan/ Stage One & Two**

- Identify all students participating on the National School Lunch Program
- Purchase breakfast and lunch meals in two-week increments
- Package meals for students
- Make arrangements for each student's guardian to pick up meals at our school location
- If meals cannot be picked up by the guardian, they will be mailed overnight to the home address
- Pick-up/ delivery schedule shared with families for planning purposes
- Families advised of local district sponsored distribution locations

#### **Delivery of Virtual and Remote Instruction/ Stage Two**

- Students provided access to Windsor Google Classroom and additional online resources
- Teachers provide web based differentiated lessons through Google Classroom
- Teachers create and post lessons for daily instruction in all core subjects
- Teachers prepare work packets for those students whose needs would be best met utilizing paper/consumable based assignments
- Paper/consumable packets returned via mail to school program
- Paper/consumable packets uploaded to Google Drive for teacher review and assessment
- Students will be offered a virtual interactive instructional homeroom period twice a week via Google Meets
- Windsor Learning Center students (K-8th grade) will be offered a virtual interactive instructional session for each of their core academic subjects weekly via Google Meets (Math, English/Language Arts, Science, & Social Studies)
- Windsor School students (9-12th grade plus) will be offered a virtual interactive instructional session daily in one of the following core academic subjects (Algebra I, II, Geometry, Biology, Physics, Environmental, English I, II, III, IV, World History, US History I, II)
- Students will be assessed and graded on assessments and classwork or projects as deemed appropriate by teacher and administration
- Support Staff will be assigned to follow up with students and families regarding incomplete class assignments
- Accommodations and modifications implemented individually based on student IEP

#### **Attendance/ Stage Two**

- Google form implemented to collect student and staff daily attendance
- Parent to complete daily attendance form through Google Suite
- If attendance form not received, school office to contact family to verify attendance

- Attendance logged and tracked by school office
- Office staff to communicate with sending school district in accordance with N.J.A.C.
- Support staff assigned to follow up with students who are not actively participating
- Student attendance requirements maintained in accordance with IEP
- Promotion and retention determined by sending school district

### **Related Services Plan/ Stage Two**

- Teletherapy and Telepractice Services provided in accordance with student's IEP through Google Suite
- Speech and Language, School Social Workers, Occupational and Physical Therapists to provide ongoing services through Google Suite
  - Physical Therapy
    - Physical Therapist will communicate with parent/guardian to discuss service options
  - Speech Therapy
    - Sessions provided utilizing Google Suite
    - Lessons published to incorporate tools such as: Everyday Speech, The Social Express, and Flipgrid
    - Speech and Language Therapist will communicate with parent/guardian at least one time per week
  - Occupational Therapy
    - Sessions provided utilizing Google Suite
    - Occupational Therapist will communicate with parent/guardian at least one time per week
  - Counseling
    - Social Skills Counseling services provided utilizing Google Suite
    - School Social Workers are available through Google Suite to provide ongoing counseling services and support to students and their families
    - School Social Workers provide weekly communication to support students and their families
- Students who do not have Internet access will receive paper packets
- Students with paper packets will be contacted via phone daily
- Support staff and classroom assistants assigned to monitor Teletherapy and Telepractice services
- Compensatory services will be individually discussed and provided upon agreement with the school district

### **One-to-One Aide Services Plan/ Stage Two**

- Provide support and encouragement throughout virtual learning process
- Ensure ongoing communication and engagement with scheduled check-ins 4 times each day at the approximate times: 9:00, 10:30, 12:00, 1:30
- Help student begin work and explain directions if needed
- Provide appropriate prompting and level of support
- Remain logged on throughout the day available to provide ongoing assistance

- Students utilizing packets called via phone through Google Hangouts
- Assist in submitting work per daily and weekly schedule
- Coordinate any follow-up calls or communication to student, as needed, with teachers and appropriate related services personnel

#### **English Language Learners/ Stage Two**

- Windsor Learning Center and Windsor School do not provide services to ELL students
- ESL communications with families addressed on an individual basis by school administration

#### **Facilities/ Stage Two**

- Essential employees identified to maintain school facility
- Essential employees to report to school building daily for ongoing maintenance
- All visitors to building adhere to Social Distancing guidelines and governmental mandates

#### **Essential Employees/ Stage Two**

- Essential employees identified to maintain school operations
- Essential employees include administration, maintenance and business office personnel
- Essential employees may report to school building during closure

#### **Tracking of Services/ Stage Two**

- Services to be tracked through Google Suite
- Windsor Learning Center and Windsor School to respond to districts tracking requests individually

#### **Extended School Year Program/ Stage Two**

- Virtual ESY program to be prevent regression
- Virtual ESY to adhere to **School Health-Related Closure Preparedness Plan**
- In the event that governmental agencies permit schools to reopen, ESY will take place in school facility

#### **Stage Three/Students are Permitted to Return to School**

- School reopens using recommendation(s) from NJ State and Local government's guidance
- Continue web based lessons when applicable
- Resume instruction in the classrooms
- Resume regular school operations

**This plan will be reviewed and modified as new information and guidelines become available**