

**Newark**  
**Board of Education**  
Roger León, Superintendent

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

## **March 13, 2020**



**Where Passion Meets Progress**

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# BACKGROUND INFORMATION

On March 5, 2020, The New Jersey Department of Education released a guidance memo outlining the requirements school districts must follow to implement a Public Health-Related School Closure.

Per the memo: “all boards of education should develop a school health-related closure preparedness plan to provide home instruction in the event of such a closure. The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students. The preparedness plans should be submitted to the Executive County Superintendent. The NJDOE also encourages boards of education to adopt enhanced school cleanliness and disinfection protocols, including disinfection of frequently touched surfaces and objects” (NJDOE Special Broadcast, March 5, 2020).

The purpose of this plan is to implement a home-instruction, remote learning model so that school days missed for a public health-related closure can be counted towards the 180-day requirement.

## **Timeline:**

- 3/4 Principals Meeting with Health Director; Nurses begin training with students and staff
- 3/5 Letter from Superintendent sent to school community
- 3/9 Access to Technology Survey shared with all families and teachers
- 3/10 Learning at Home Plans complete and shared with principals
- 3/11 Communication from Superintendent to Staff; Nurses Meeting with Health Director; Training of facilities, security, and food service workers
- 3/12-3/13 Learning at Home Plans reviewed by teachers during Professional Learning Communities and/or Preparation Periods
- 3/13 Communication from Superintendent announcing closing of schools, launch of Learning at Home Plans, and listing of Food Service Program sites to begin on March 16
- 3/14 Distribution of Chrome books and Learning at Home Plans packets
- 3/16 Launch of Learning at Home Plans and Food Service Program sites

## **Essential Staff:**

- Executive Staff
- Custodial Staff
- Food Services Staff
- Security Staff
- School based staff for distribution of chrome books and Learning at Home Plans packets

# BREAKFAST AND LUNCH PROGRAM

The Breakfast and Lunch Program is available for all students at designated schools from Monday to Friday between the hours of 9:30 am - 11:30 am. **Students can pick up food at any NPS site nearest to their home.**

All locations are listed below.

Central Ward Locations	East Ward Locations
Central High School 246 18th Avenue Newark, NJ 07108	East Side High School 238 Van Buren Street Newark, NJ 07105
Dr. E. Alma Flagg 150 3rd Street Newark, NJ 07107	Hawkins Street School 8 Hawkins Street Newark, NJ 07105
Quitman Street School 21 Quitman Street Newark, NJ 07103	South Street School 44 Hermon Street Newark, NJ 07105

West Ward Locations	South Ward Locations
Mount Vernon School 142 Mount Vernon Place Newark, NJ 07106	Belmont Runyon School 1 Belmont Runyon Way Newark, NJ 07108
Speedway Avenue 701 South Orange Avenue Newark, NJ 07106	George Washington Carver School 333 Clinton Place Newark, NJ 07112
Thirteenth Avenue School 359 13th Avenue Newark, NJ 07103	Weequahic High School 279 Chancellor Avenue Newark, NJ 07112

North Ward Locations
First Avenue School 214 First Avenue Newark, NJ 07107
McKinley Elementary School 1 Colonnade Place Newark, NJ 07104
Park Elementary School 120 Manchester Place Newark, NJ 07104
Rafael Hernandez Elementary School 345 Broadway Newark, NJ 07104

# INSTRUCTIONAL GUIDELINES: LEARNING AT HOME PLANS

The Newark Public Schools have developed **Instructional Packets** containing lessons for all students from PreK through high school to ensure continued instruction during an extended school closure. The learning at home plans were printed for all students and available on the district's web page. To ensure equitable access to learning, The Office of Bilingual Education translated the packets to Spanish and The Office of Special Education provided strategies for accommodations. The school closure packets are organized as follows:

- **PreK-3 and PreK-4** are separate packets in a folder marked PreK. There is one packet for PreK-3, a separate packet for PreK-4, and a combined Physical Education packet for both.
- **Kindergarten through Grade 3** are each in their own folder. These are single packets to download. All subject areas are included within the single packet by grade level. Subject areas include: English Language Arts, Mathematics, Science, Social Studies, Health and Visual Performing Arts.
- **Grades 4-8** are in their own folders by grade level. When one of these folders is opened, there are three files included for the grade level: English Language Arts; Social Studies and World Languages; Mathematics and Science; and Health & PE, Fine and Performing Arts.
- **High School:** There is a high school folder that contains packets organized by content area. Individual courses are downloadable. Please note that with the exception of World Language, there are no plans for AP or IB courses. The assignments for these courses will be distributed directly by the teachers.

Additionally, students have access to several district-and school-adopted online curricular resources including our K-12 Language Arts and K-12 Mathematics e-textbooks. These can be accessed from the "[Clever Student Portal](#)" which is also located under "Students" from our homepage at [www.nps.k12.nj.us](http://www.nps.k12.nj.us). Please note that students will need to select "Log-in with Google" and enter their NPS username and password to gain access to these resources.

## Technology:

Altice USA has made their Hotspot Wi-Fi available to all Newark residents free of charge for the next 60 days. In addition, Altice has offered their home internet connection services free of charge for 60 days for families that do not currently have internet access. The district is prepared to cover the cost in the event schools are closed for an extended period of time.

# ROLES AND RESPONSIBILITIES

## Central Office Staff

### Assistant Superintendents

Roles and responsibilities include, but are not limited to:

- Check-ins with the Deputy Superintendent.
- Virtual Meetings with School Leadership Team Principals.
- Executive Staff Meetings facilitated by the Superintendent.
- Support building principals with managing day-to-day occurrences.
- Review and approve chromebook deployment plans submitted by principals.
- Monitor district food sites based on ward.
- Collaboration across Wards for common messaging and planning for district Principals.
- Monitor EdReflect for evaluation progress.
- Support Principals with virtual learning.

### Office of Teaching and Learning

Roles and responsibilities include, but are not limited to:

- Participate in daily virtual meetings with all departments: ELA, Math, Science, World Language, Instructional Technology, Health/P.E., Visual and Performing Arts.
- Create Learning at Home Plans for all students in grades K-12 in all subject areas.
- Translate all lessons for equitable access.
- Create guidance documents for Assistant Superintendents, Principals and Teachers.
- Create guidance documents for parents and students.
- Create tasks for summer reading books.

### Office of Early Childhood

Roles and responsibilities include, but are not limited to:

- Meetings with Executive Director, OEC Supervisors, and Contracted Provider Directors.
- Create Learning at Home Plans for all students in PreK-3 and PreK-4.
- Collaboration with The Office of Teaching and Learning and The Office of Special Education to ensure pre-kindergarten students are receiving quality education and accommodations as needed.
- Frequent communication with NJDOE to ensure compliance with State and Federal Guidelines.
- The Principal Auditor continues to work on budget reconciliation by monitoring the work of fiscal staff as they monitor provider and district expenditures.
- Holistic Team meetings are facilitated by OEC supervisors. Attendees include a combination of teacher coaches, PIRT members and Nurses that support a cohort of schools/centers. During these meetings updates specific to the cohort of schools/centers are shared, strategies and corrective/collaborative action plans are developed to support schools/centers.
- Teacher Coaches and PIRT members connect with classroom teachers frequently to provide coaching support and support teachers through the transition from school to working from home.
- Family and Community Engagement Staff and nurses support families during the transition. Services include providing resources and referrals to social service agendas, responding to families in crisis, arrangements for medication retrieval and consultation, etc.

### Office of Special Education

Roles and responsibilities include, but are not limited to:

- Participate in daily meetings with child study team members and related services.
- Continue outreach to families of students with disabilities.
- Support teachers with instructional strategies, accommodations, and modifications.
- Virtual IEP Meetings.
- Finalize reports for students with completed testing.

# ROLES AND RESPONSIBILITIES

## Office of Bilingual Education

Roles and responsibilities include, but are not limited to:

- Support teachers with instructional strategies and accommodations.
- Continue outreach to families of ELL students.

## Office of Student Life

Roles and responsibilities include, but are not limited to:

- Participate in conference calls with department unit.
- Support with delivering Learning at Home Plans to students.
- Collaborate with The Office of Teaching and Learning to incorporate social and emotional lessons into daily activities for students.
- Counselors and Social Workers check in with students and families.
- Check in with homeless student populations for meals, Chromebook and learning packet distributions.
- Provide online and remote support services to students and families as needed.
- Available as needed by the district for crisis management.

## Office of Health Services

Roles and responsibilities include, but are not limited to:

- Executive Staff Meetings facilitated by the Superintendent.
- Support the district and city with all emerging health matters.
- Conference Calls with the City of Newark including the Mayor and the Health Department.
- Provide guidance to district staff on safety precautions, communication, and confidentiality.
- Provide resources to families on staying staff: handwashing, sneezing in your arm, social distancing, etc.

## Office of Nutrition & Food Services

Roles and responsibilities include, but are not limited to:

- Prepare and package Breakfast and Lunch for distribution.
- Submit daily meal count.

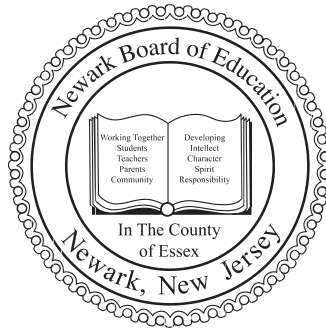
## Office of Facilities Management

Roles and responsibilities include, but are not limited to:

- Ensure opening on a basis of the 16 food sites.
- Oversee and approve the purchasing of supplies and equipment to combat COVID 19.
- Coordinate custodial operations with repair and maintenance division.
- Coordinate contractor activities occurring within the schools.
- Performance of sanitization of schools and Central Office.
- Follow up on work orders.
- Order additional cleaning supplies, gloves and masks for school staff.
- Monitor and track per diem custodial staff.

### School-based Staff

As it relates to school-based instructional and support staff, all roles and responsibilities remain the same, however, they must be fulfilled virtually.



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**Superintendent**

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