

WEST ESSEX REGIONAL SCHOOL DISTRICT

SCHOOL CLOSURE PREPAREDNESS PLAN

Beginning: Monday, March 16

2019-2020

The following School Closure Preparedness Plan is intended to guide students, parents, faculty, and staff in maintaining instruction, support services, and procedures. This plan will be re-evaluated as more information becomes available.

ATTENDANCE

Daily attendance will be recorded. Parents must notify the school if their child is unable to engage in instructional activities. To report your child's absence, please complete the attached [Attendance Form](#). This form will also be posted on the District [website](#). The regular pupil attendance policies will continue while on Distance Learning.

SCHEDULE

Both schools will adhere to the single-session bell schedule and pre-existing Rotating Drop Schedule as shown below. Students are not required to log in at a specific time; however, teachers will be available to answer questions and provide instruction during their scheduled periods. *West Essex Staff members are also available daily from 12:30 - 1:30 pm. You may contact any staff member directly via school email.*

Bell Schedule

Block	Start	End
1	7:42	8:27
2	8:31	9:13
3	9:17	9:59
4	10:03	10:45
5	10:49	11:31
6	11:35	12:17

Rotating Drop Schedule

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	March 16 <i>(Day A)</i>	March 17 <i>(Day B)</i>	March 18 <i>(Day C)</i>	March 19 <i>(Day D)</i>	March 20 <i>(Day A)</i>
2	March 23 <i>(Day B)</i>	March 24 <i>(Day C)</i>	March 25 <i>(Day D)</i>	March 26 <i>(Day A)</i>	March 27 <i>(Day B)</i>
3	March 30 <i>(Day C)</i>	March 31 <i>(Day D)</i>	April 1 <i>(Day A)</i>	April 2 <i>(Day B)</i>	April 3 <i>(Day C)</i>
4	April 6 <i>(Day D)</i>	April 7 <i>(Day A)</i>	April 8 <i>(Day B)</i>	April 9 <i>(Day C)</i>	April 10 <i>(no classes)</i>
Spring Break (no classes)					
5	April 20 <i>(Day D)</i>	April 21 <i>(Day A)</i>	April 22 <i>(Day B)</i>	April 23 <i>(Day C)</i>	April 24 <i>(Day D)</i>
6	April 27 <i>(Day A)</i>	April 28 <i>(Day B)</i>	April 29 <i>(Day C)</i>	April 30 <i>(Day D)</i>	May 1 <i>(Day A)</i>
7	May 4 <i>(Day B)</i>	May 5 <i>(Day C)</i>	May 6 <i>(Day D)</i>	May 7 <i>(Day A)</i>	May 8 <i>(Day B)</i>
8	May 11 <i>(Day C)</i>	May 12 <i>(Day D)</i>	May 13 <i>(Day A)</i>	May 14 <i>(Day B)</i>	May 15 <i>(Day C)</i>
9	May 18 <i>(Day D)</i>	May 19 <i>(Day A)</i>	May 20 <i>(Day B)</i>	May 21 <i>(Day C)</i>	May 22 <i>(no classes)</i>
10	May 25 <i>(no classes)</i>	May 26 <i>(Day D)</i>	May 27 <i>(Day A)</i>	May 28 <i>(Day B)</i>	May 29 <i>(Day C)</i>
11	June 1 <i>(no classes)</i>	June 2 <i>(Day A)</i>	June 3 <i>(Day B)</i>	June 4 <i>(Day C)</i>	June 5 <i>(Day D)</i>
12	June 8 <i>(Day A)</i>	June 9 <i>(Day B)</i>	June 10 <i>(Day C)</i>	June 11 <i>(Day D)</i>	June 12 <i>(Day A)</i>
13	June 15 <i>(Day B)</i>	June 16 <i>(Day C)</i>	June 17 <i>(Day D)</i>	June 18 <i>(Day A)</i>	June 19 <i>(all classes meet)</i>

INSTRUCTION

- West Essex has a one-to-one Chromebook initiative for all students.
- Technology Survey was administered on March 13, 2020 to district families to determine internet access.
- Students in need of Chromebook repairs or replacements should contact: tech@westex.org (delivery service is available)
- District families were asked to consent to virtual learning via Genesis
- Teachers have the flexibility to use varying methods of instruction to provide enrichment as well as introduce new concepts.
- Teachers may provide real-time online learning opportunities where students have the option to participate live. Teachers who choose to utilize live instruction will make recordings and/or documents available to all students after each class.
- Teachers will incorporate both online and offline activities including but not limited to reading assignments, enrichment activities, and formative assessments.
- Beginning Week 3, teachers will incorporate summative assessments.
- Aligned with current practices, teachers will provide two assignments per class each week. Assignments will have reasonable due dates. It is good practice for students to login to their Google Classrooms daily to check for teacher updates and complete and submit all assignments by their corresponding deadlines.
- Teachers will be available for questions during class periods consistent with single sessions days on the Rotating Drop Schedule. Staff members are also available daily from 12:30 - 1:30 pm. You may contact any staff member directly via school email.
- Beginning Week 3, new material will be introduced and assessed.
- To increase student engagement, Chromebook cameras are enabled for those who provided consent for [Virtual Learning](#).
- Students will adhere to the Academic Integrity Policy on all assignments.
- Parents and students are encouraged to communicate with teachers via email about academics, assignments, or extenuating circumstances.
- Google Meet and Zoom are available for staff members, students, and families for video and audio conferencing for instruction, meetings, and training.

GUIDANCE DEPARTMENT

School counselors and guidance secretaries will be available from 7:42 am until 12:17 pm via email. The high school guidance team will continue with scheduling meetings to discuss course placements, review next year course selections, and address any questions parents and students may have about the upcoming school year. Counselors will schedule meeting times via email. Please visit the [Guidance Staff Directory](#).

ENGLISH LANGUAGE LEARNERS (ELL) AND BILINGUAL NEEDS

Certified staff will continue to provide students with instruction using a variety of district approved resources: "Reading A-Z" [ELL program](#).

SPECIAL SERVICES DEPARTMENT

Please click [here](#) for information regarding the provision of special education and related services.

HOME INSTRUCTION SERVICES

Home instruction services will be scheduled remotely on an individual basis.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities, sports, clubs, and field trips have been postponed until further notice. Some activities will resume remotely. Coaches and advisors will conduct meetings through District approved video and audio conferencing tools.

COMMUNICATION

West Essex is dedicated to continuing communication to ensure ongoing education. Email and Google Classroom will be the primary modes of communication. Administrators, teachers, counselors, nurses, and case managers may also communicate with students and parents through video and audio conferencing tools such as: Remind.com, Google Meet, and Zoom.

Administrative access to the buildings and the telephone system will be limited. Please allow ample time for administrators to return phone calls. For our [administrative directory](#), please refer to the district website.

TECHNOLOGY

Students should take care when using and storing their Chromebooks. When cleaning the device, do not use Clorox or any other wipes that may contain corrosive chemicals or soap. If a student has an issue with their Chromebook, they should email our [Technology Department](#) with a description of the issue.

FREE & REDUCED LUNCH

Students who are eligible for free and reduced lunch may obtain their lunch each day from the high school cafeteria from 11:00 am to 12:00 pm. Students must enter through the high school Auditorium entrance. Please contact [Melissa Kida](#), Business Administrator, with questions.

Beginning week 3, students who are eligible for free and reduced lunch may obtain their lunch each day at Passaic Valley Regional High School, 100 East Main Street, Little Falls, NJ 07424 from 11:00 am to 12:00 pm. Delivery services are available if needed.

NURSING/HEALTH SERVICES

Please be assured that your school nurses have been and will continue to closely monitor the rapidly evolving COVID-19 developments affecting our community. At this time, we need our families to continue to communicate with us if you think that you, your child, or a family member may be exhibiting signs and symptoms of COVID-19.

COVID-19 symptoms most often are mild for people under 30 years old, who do not have any chronic medical conditions. These include a runny nose, cough, sore throat, or fever. In severe cases difficulty breathing and pneumonia can also develop. If you, your child, or a family member starts to exhibit any of these symptoms, please contact your personal physician for further instructions.

Precautionary measures to remain healthy and avoid respiratory illnesses were emailed to students in the high school earlier this year and reviewed in person with students in the middle school. It is important to remember to continue to practice these simple steps to stay healthy during the COVID-19 pandemic.

- Avoid close contact with sick people.
- While sick, limit contact with others as much as possible.
- Stay home if you are sick.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Avoid touching your eyes, nose, and mouth; this is how germs spread.
- Cough into your elbow, not your hands.
- Wash your hands often with soap and warm water for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.

Our High School Nurse, [Karen Kinsey](#) (RN, BSN, CSN-NJ) and Middle School Nurse [Denise Logan](#) (RN, M.Ed., CSN) will monitor their emails during each remote learning day.

Additional Health Resources:

- <https://www.health.harvard.edu/diseases-and-conditions/coronavirus-resource-center>
- https://www.nj.gov/health/cd/topics/covid2019_dashboard.shtml
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>

HEALTH DEPARTMENT INFORMATION

NJ Department of Health Information

<https://www.nj.gov/health/cd/topics/ncov.shtml>

Health Department- West Orange (Serves Essex Fells)

<https://www.westorange.org/84/Health-and-Welfare>

Health Department- West Caldwell (Serves Fairfield and North Caldwell)

<http://www.westcaldwell.com/content/121/137/143.aspx>

Health Department- East Hanover (Serves Roseland)

<http://www.easthanovertownship.com/Departments/health-department>

WEST ESSEX COMMUNITY SUPPORT

Families in need of social and emotional support as well as resources in order to help reduce stress and keep mentally healthy during times of crisis may access our [West Essex Community Support link](#). Our staff members and resources are available to support your needs.

Since the circumstances around the spread of Coronavirus are ever-changing, we will continue to update this page with any new resources that we might be able to provide. This page is an informational resource only.

FACILITIES PLAN

The campus and all buildings will remain closed to the public until further notice. Custodial, maintenance, and grounds staff members will be scheduled through the Business Administrator and Supervisor of Buildings and Grounds, in alignment with the Governor's social distancing guidelines. The West Essex Regional School District campus has 24 hours surveillance. The North Caldwell Police Department will also be continuously monitoring the campus and grounds.

ESSENTIAL EMPLOYEES BY JOB TITLE

The West Essex Regional School District is equipped to function remotely. Staff members considered [Essential Employees](#) will be scheduled appropriately and in accordance with social distancing guidelines.

SUMMER PROGRAMMING

The District is equipped to run a [Special Education Extended School Year Program](#) remotely, which will include the following components:

- Academics
- Life-Skills and Leisure
- Job Coaching
- Social-Emotional/Related Services/Speech

CLASS OF 2020 COMMENCEMENT

The District will consider all options and planning different, responsible ceremonies for varying mandates based on circumstances, State orders, and State guidelines. District Administration will work with local authorities to execute the most reverent and prestigious West Essex Commencement possible on or about June 19.

BOARD APPROVAL: MAY 4, 2020

The West Essex Regional School District School Closure Preparedness Plan was approved by the West Essex Board of Education on May 4, 2020:

1. WHEREAS, in response to the COVID-19 pandemic, the Governor has declared a state of emergency and a public health emergency, and ordered all schools closed for in-person instruction; and

WHEREAS, in response to the COVID-19 pandemic, the Legislature has revised N.J.S.A. 18A:7F-9 to permit the use of virtual/remote instruction to establish compliance with the 180 school day requirement during a public health emergency, subject to Board approval of a virtual/remote instruction program;

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves the District's School Closure Preparedness Plan for virtual/remote instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on March 14, 2020, and implemented since the District's closure on March 16, 2020.

Updated: April 6, 2020

Updated: May 15, 2020