



**Estell Manor City School District  
Emergency School Closure Plan  
2020**

# Estell Manor City School District Emergency School Closure Plan

The information provided in this plan is to be used as guidance and may change based on the circumstances of a particular event. References in this plan may be specific to the COVID-19 outbreak.

In the event of a school closure for an extended period of time, the safety and well-being of the students and staff is the highest priority. If the decision is made to close the school for health related reasons, the following plans will be utilized:

## 1. DETERMINATION OF CLOSING

- a. The District Superintendent will consult with the Board of Education, Atlantic County Office of Education, and the Department of Health to determine if a closure is warranted. The district may close either preemptively or reactively.
- b. The District Superintendent will communicate in writing with the Department of Health and the County Education Office regarding the school closing decision. The following information will be included in the communication with the County Office:
  - i. County Name
  - ii. District Name
  - iii. School Name (if not district-wide)
  - iv. Reason for closure
    1. Professional development/staff training
    2. Precautionary cleaning
    3. Possible exposure to virus in school community (includes parents, siblings, relatives that the staff or student lives with, etc.)
    4. Confirmed exposure to virus in school community (includes students and staff of the school only)
    5. Confirmed case of COVID-19 in school community
  - v. Advised by the health department OR district decision
    1. Advised by the health department
    2. District decision with DOH
  - vi. Notes
    1. Notes should indicate full or half day
    2. Can also include any pertinent information

## 2. COMMUNITY NOTIFICATION

- a. The superintendent will prepare written notification for the school community that will include the rationale.
- b. The following modes of communication will be utilized:

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- i. Hard copies of the letter will be sent home with all students, if possible
    - ii. Notification will be posted on the district website, [estellmanorschool.com](http://estellmanorschool.com) and on the district's Facebook page
    - iii. An all-call using Blackboard Connect will be broadcast
  - c. Parents of out of district students will be contact by phone or email by the Child Study Team Supervisor or the main office. Translations will be provided as needed. As of March 2020, no additional language translations are needed for the Estell Manor School District.
3. NOTIFICATION OF SCHOOL SERVICE PROVIDERS
  - a. The School Business Administrator will notify Sheppard busing and Greater Egg Harbor Regional School District for transportation.
  - b. The School Business Administrator will notify Nutri-Serve.
  - c. The Child Study Team Supervisor will notify any related services providers.
4. CONTINUED LEARNING
  - a. Equitable access: all students' households will be surveyed prior to any closure to determine internet access. In the event that a household does not have the means to access online information, lessons will be provided for the students in that household to ensure equitable continued learning. All lessons for Kindergarten through Second Grade will include both online and paper based learning options to allow for developmental differences. March 2020 survey indicates that all students in the district have access to the internet through either Wi-Fi or 4G. To address any ongoing digital divide, the district will make chrome books available to any family who indicates the need for one for their children to have access to appropriate technology. The teachers' plans are such that students will be able to complete the work using computers or smartphones.
    1. Demographic Profile of District:
      - a. Students in district: 194
      - b. Student enrolled in state-funded pre-school: 0
      - c. Homeless: .5%
      - d. Low Socioeconomic: 25%
      - e. Students with Disabilities: 17%
      - f. English Language Learners: 0
  - b. The students will receive Off Site Learning plans created by their teachers, either on paper or through Google Classroom. These plans will be for 5 days initially. If the closure lasts for longer than 5 days, the building will be opened for a short period of time for the staff to utilize technology or materials if necessary.
  - c. Lesson plans will be differentiated as needed in order to meet the needs of all students:

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- i. Special Education
- ii. 504 plans
- iii. On grade level
  1. K-2 utilizing Class Dojo and email to communicate with parents and provide guidance and instructional videos along with packets and books
  2. Grades 3-8 utilizing Google Classroom to communicate with parents and provide lessons to students
- d. Teachers will provide tasks that are age and grade level appropriate. The tasks follow the continuity of learning goals based on the NJ Student Learning Standards.
- e. Students should be engaged in learning for approximately 2 hours per day for Kindergarten through second grade., approximately 2 hours a day for third and fourth grade, and 2-4 hours per day for grades five through eight (30-35 minutes per subject area).
- f. Links to all assignments will be available on the district's website.
- g. Teachers and Classroom Aides will be available for student questions and to assist with work each day that the school calendar indicates school is in session through google classroom and google meet, class dojo, email, and through MaX UC, the district's remote calling app. Teachers will maintain a log of student and parent interaction.
- h. To ensure maximization of off-site learning, supervision of all classes will be overseen by the Child Study Team Supervisor. Plans will be checked weekly for differentiation, grading, and objectivity.
- i. The school counselor has posted lessons and videos on her school website.
- j. The Child Study Team Supervisor will contact the parents of any out-of-district placement students to determine the needs of those students.
- k. In the event of a prolonged closure, a review of the NJSLS will be conducted to identify core standards for each grade band that are essential to cover before the student is promoted to the next school year.
- l. Summer Services
  - i. ESY for students with disabilities will be determined on an as needed basis by the Child Study Team. The district has not provided ESY on-site in the past, but instead provided out of district placement or homebound instruction. The same will be true for this year, even if learning is virtual.
  - ii. Students will be assessed for learning loss at the end of the year by the classroom teacher. Recommendations for remediation will be addressed through virtual or in person learning over the summer utilizing Summer Camps, which also addresses Title I. Camps that usually take place in

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July will be moved to August to allow time for more information about building use.

### 5. TRACKING STUDENT PROGRESS

- a. The Child Study Team Supervisor will review all lesson plans to ensure modifications and accommodations are provided.
- b. Weekly communication between teachers, students, parents and the case manager through email with follow up phone calls and one on one virtual lessons when necessary.
- c. Goal progress reports continue in accordance with IEP requirements in the Student Information Systems and through emails with the parents.

### 6. ACCOMODATIONS

- a. Students who receive related services will continue to receive them through the following:
  - i. Direct contact electronically, through virtual platforms, email, or website postings.
  - ii. If possible, services missed will be made up once the students return to school.
  - iii. Alternatively, if possible the students will be given a packet of information created by the service provider so that they can continue necessary activities at home.
- b. Teachers will provide access to their classroom plans to the Child Study Team Supervisor for review to ensure that all modifications and accommodations are being met.
- c. Speech lessons will be through Class Dojo and Google Meet.
- d. The school counselor will post videos and lessons on her website, as well as meet with students through a virtual platform.
- e. The school psychologist will provide one on one services through video platforms.
- f. The occupational therapist will provide services through virtual platforms as well as email individual parents and post activities on the school website.
- g. All services and parent contacts will be logged and accounted for in the student information system (OnCourse).
- h. Case managers will weekly email parents, with follow up phone calls if contact is not made.
- i. All Child Study Team meetings will be held through a virtual platform, including identification, evaluation, and annual reviews.
- j. The school nurse will reach out to the families of any students who are medically fragile to determine if additional services are needed.

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- k. The Child Study Team Supervisor will coordinate with out-of-district placement case managers to determine if coordination for closings will be necessary.
  - l. Transportation for out-of-district students will continue if necessary. The School Business Administrator will coordinate any transportation needs.
7. ELL STUDENTS AND BILINGUAL NEEDS
- a. The district does not have any ELL enrolled students at this time. However, if an ELL student were to enroll during a school closure the district would provide translated materials to the families.
  - b. ELL students would have equitable access through differentiation, and use of online platforms designed for language learners.
8. ATTENDANCE OF STAFF AND STUDENTS
- a. All certified staff will sign in via a google doc every day that school is in session. Custodial staff will sign in on-site. Request for personal, professional, or sick leave will be managed through email and recorded in the school's SIS, OnCourse.
  - b. Students in grade 4-8 will sign in via Google classroom. Students in grades K-3 will have an arranged check-in procedure with the classroom teacher. If a child is sick or unable to participate in off-site learning, the parent will contact the school and the absence will be recorded in OnCourse. In accordance with District Policy 6154, students absent from school will be required complete assignments within a reasonable amount of time.
  - c. The CSA will follow up with any family after the teacher has made an attempt to connect with a student who is not signing in or completing work. The CSA or designee shall develop a District Improvement Plan to improve student attendance if necessary.
  - d. Individual plans will be made for students who have been unable or chosen not to participate in off-site learning. The plans may include participation in summer work completion to ensure that adequate progress has been made by the student.
9. MEALS:
- a. USDA Information:
    - i. SFA Name: Estell Manor City School District
    - ii. Agreement #: 00101410
    - iii. Date Meal Distribution will begin: March 17, 2020
    - iv. Date Meal Distribution will end: at the conclusion of the closure
    - v. School/Site where distribution of meals will take place: Estell Manor Elementary School, 128 Cape May Ave., Estell Manor, NJ 08319
    - vi. Meals to be claimed for reimbursement per day (up to two meals, or one meal and one snack per child per day): up to 98

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- b. The district will provide both breakfast and lunch for eligible students for the days of closure. As of 5/5/2020, all families will be given the opportunity to receive meals from the district, as per information from the county.
- c. The meals will be non-perishable, in “Grab and Go” form.
- d. Breakfast will consist of 2 grains and 1 fruit or vegetable.
- e. Lunch will consist of 1 protein, 1 grain, and 1 fruit or vegetable.
- f. All food will be non-perishable, or if perishable it will refrigerated until delivery and directions for maintaining food safety will be included. A phone call alerting the family of delivery time will be placed the morning of delivery.
- g. The meals will be placed in a box for each household, with meals for each child for 5 days. If the school will be closed for fewer than 5 days, the meals will equal the number of days closed. If the school is closed for more than 5 days, additional boxes will be created following the same procedures.
- h. The parents/guardians of eligible students will be notified that a box will be provided for them and given a time that delivery will take place.
- i. Deliveries will be once a week, with the meals placed at the door. Notification will go out reminding the families that deliveries will be taking place that morning.
- j. The cafeteria manager will be responsible for determining who is eligible to receive the meals (in consultation with the School Business Administrator Secretary) as well as for preparation and distribution.

### 10. CONTINUITY OF OPERATIONS

#### Members of Pandemic Management Plan Leadership Team

<i>Name</i>	<i>Position</i>	<i>Contact Information</i>
Dianna Abraham	Superintendent	609-476-2267 x1002 (office) [REDACTED]
Joe Rodio	Business Administrator	609-476-2267 x1000 (office) [REDACTED]

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Brianne Seelman	Board of Education President	[REDACTED]
Nancy Wanner	School Nurse Coordinator	609-476-2267 x1006 (office) [REDACTED]
Patricia Diamond, MPH	Atlantic County Division of Public Health, Director/Health Officer	609-645-7700 ext. 4373 (office) 609-645-5931 (fax)
Kim Parker	Food Service Director Nutri-Serve Food Management, INC.	[REDACTED] (cell) est@nsfm.com (work email)
Jill Kuppel	Director of Guidance	609-476-2267 x2203 (office) [REDACTED]
Priscilla Heath	Facilities Director & Custodial Supervisor	609-476-2267 x1007 (office) [REDACTED]
Jeff Cornew	Estell Manor Emergency Management	[REDACTED]

11. CHAIN OF COMMAND TO CARRY OUT MANAGEMENT PLAN

- a. Primary: Dianna Abraham, Superintendent
  - i. 609-476-2267 x1002 (office)  
[REDACTED]
- b. Secondary: Joe Rodio, Business Administrator
  - i. 609-476-2267 x1000 (cell)  
[REDACTED]



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12. **ESSENTIAL PERSONNEL:** Essential personnel would be permitted in the building to perform necessary duties. The number in parentheses after each role indicates the maximum number of personnel permitted.

- a. Superintendent (1)
- b. School Business Administrator (1)
- c. Facilities Director / Custodian (1/1)
- d. Food Service Staff (2)
- e. Administrative Support Staff (1)

### 13. ROLES AND RESPONSIBILITIES

a. Superintendent:

- i. Maintains authority over ALL pandemic or crisis management plans.
- ii. Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
- iii. Plans for cross-training for "core" and "essential" jobs.
- iv. Will promote faculty/staff physical and mental well-being.
- v. Communicates with the media and parents. Guides administration in the communication process.
- vi. Maintains academics and student learning.
- vii. Ensures that instructional materials aligned with the New Jersey Student Learning Standards will be made available and designed to support student learning for up to two weeks.
- viii. Ensures hard copies of material are made available to those in need K-8.
- ix. Ensures on-line learning materials are made available K-8.
- x. Provisions will be made for students who do not have access to a technology device or Internet at home.
- xi. Identifies students' special needs
- xii. Works with teachers to ensure assignments are accessible by all students.
- xiii. Informs and trains adults as needed
- xiv. Coordinates with Food Service for pick-up and/or delivery of eligible student breakfast and lunch

b. School Business Administrator

- i. Monitors and maintains the following departments prior to and during any emergency: Business Office/Payroll, Facilities (Buildings and Grounds), Food Service, and Transportation.
- ii. Assures clean and sanitized buildings that are free of illness.
- iii. Develops continuing nutrition plan in coordination with Food Service.
- iv. With the assistance of administrative support staff, provides a personal electronic device (e.g. Chromebook, iPad, etc.) to any student who needs a

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device to complete online work at home. The parent of any student who needs a device would contact their child's school to request a device. The parent and child would complete the acceptable use agreement and keep the device until they have reported back to school. A record of all loaned devices shall be maintained by the Business Administrator.

- c. Director of Facilities/Custodian
  - i. Takes appropriate measures to minimize, to the greatest extent possible, the risk of viral transmission in the school facilities with vigorous cleaning policies and practices which include (but are not limited to) on a daily basis:
  - ii. Filling of soap and hand sanitizers
  - iii. Ensuring all paper towel holders are filled and functioning at all times
  - iv. Sweeping and wet mopping of all floors
  - v. Vacuuming of rugs
  - vi. Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railings, stairwells, and writing tools
  - vii. Cleaning and sanitizing of bathrooms - toilets, sinks, walls, floors
  - viii. Cleaning and sanitizing of cafeterias - kitchen, tables, chairs, food lines
  - ix. Cleaning of vents
  - x. The Custodian with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.
- d. School Nurse:
  - i. Coordinates with the Superintendent and School Business Administrator to assure necessary medical supplies and assistance are available.
  - ii. Communicate as necessary with the Superintendent, the school physician, and the County and State health officials.
  - iii. Monitors both student and staff absences, provides proactive health education, and assists the District in altering the pandemic management plan as necessary.
  - iv. Maintains a list of staff members with specialized training or skills (CPR, AED, First Aid, EPI Pen, EMT, etc.) in the nurse's office. The list will be updated annually
- e. Director of Food Service:
  - i. Maintains the food service environment including serving stations, food storage areas, and food preparation areas. Ensures servers are free from illness.

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- ii. Provides a contingency for the continued provision of food for free and reduced breakfast and lunch students, or any other students as deemed eligible.
- f. General Education, Special Area and Special Education Teachers:
  - i. Reinforce student infection control procedures.
  - ii. Send students who appear ill to the school nurse.
  - iii. Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
  - iv. In the event of remote learning, teachers will be expected to monitor their email and respond accordingly.
  - v. Teachers will be responsible for replying to emails from 9 a.m. to 2 p.m. on school days, grading work turned in electronically and providing feedback on work submitted.
  - vi. Keep a daily log of the tasks they worked on and approximate times each task took. Staff will be required to email a copy of their log to their administrator.
- g. Administrative Support Staff:
  - i. Respond to parent phone calls using District provided script
  - ii. Keep building administration informed
  - iii. Assist building administrators with duties as need

### 14. FACILITY

- a. Administrative, custodial/maintenance, food service, and select instructional personnel may be on-site to assist in providing services to the community and school. The CSA will work to ensure minimal staff is in the building at any time.
- b. Custodial staff will utilize cleaning and disinfecting protocols and cleaning solutions recommended by the Centers for Disease Control.
- c. A schedule of cleaning will be created and custodial staff will be brought in to efficiently clean the building as needed.

### 15. ATHLETICS, EXTRA-CURRICULAR ACTIVITIES, AND COMMUNITY ACTIVITIES

- a. During school closings all athletic, extra-curricular, and community activities scheduled to be conducted in the school facilities will be cancelled, as well as field trips.
- b. Activities will resume after consultation with the Atlantic County Department of Health and their approval.
- c. The Class of 2020 Promotion Ceremony will be dependent on any new directive received from the county office based on the governor's orders.
  - i. Plan A, Outdoor Social Distanced Ceremony:

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1. Caps and gowns will be distributed in a controlled manner prior to the day of the ceremony.
  2. On the day of the ceremony, families in cars will be parked in the back field 8-10 feet apart. One car per student.
  3. An outdoor table prepared with graduation bags labeled for each student will be located on a stage at least 10 feet from any car.
  4. One student at a time will be permitted to exit the car when called and walk to the stage to retrieve his/her bag, which would be placed on a separate table. The student would pause for a picture on the stage, then return to his/her car.
  5. Only essential staff would be present.
  6. No contact permitted.
  7. A video would be distributed that includes award announcements, speeches, and messages from teachers.
  8. The State Police School Resource Officer will be asked to attend the ceremony.
  9. Anyone violating social distance requirements will be required to leave immediately.
- ii. Plan B, Drive-By Social Distanced Ceremony
1. Caps and gowns will be distributed in a controlled manner prior to the day of the ceremony.
  2. On the day of the ceremony, a student with his/her family in a car will drive through the front driveway at a specifically scheduled time.
  3. The student would exit the car at the stage and retrieve his/her graduation bag from a table, then pause for pictures.
  4. The student would then return to his/her car.
  5. Only essential staff would be present.
  6. No contact permitted.
  7. A video would be distributed that includes award announcements, speeches, and messages from teachers.
  8. The State Police School Resource Officer will be asked to attend the ceremony.

### 16. REOPENING OF SCHOOL AND COMMUNITY NOTIFICATION

- a. The superintendent will consult with the Department of Health and schools will reopen following their approval.
- b. A Reopening Committee will be formed consisting of at least Administrator(s), the Child Study Team Supervisor, an Estell Manor Education Association

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Representative, the School Nurse, the Director of Facilities, the School Business Administrator, and the Board of Education President or representative.

- c. The school community will be notified using the following:
  - i. Notification will be posted on the district website, [estellmanorschool.com](http://estellmanorschool.com)
  - ii. Notification will be posted on the school Facebook page and any other relevant social media.
  - iii. An all-call using Blackboard Connect will be broadcast