

***MIDLAND PARK PUBLIC SCHOOL DISTRICT***

**Godwin School  
Highland School  
Midland Park Jr./Sr. High School**

***Midland Park, New Jersey***



**COVID-19 EMERGENCY  
SCHOOL CLOSURE  
& RESPONSE PLAN**

**[www.mpsnj.org](http://www.mpsnj.org)**

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## Overarching Objective

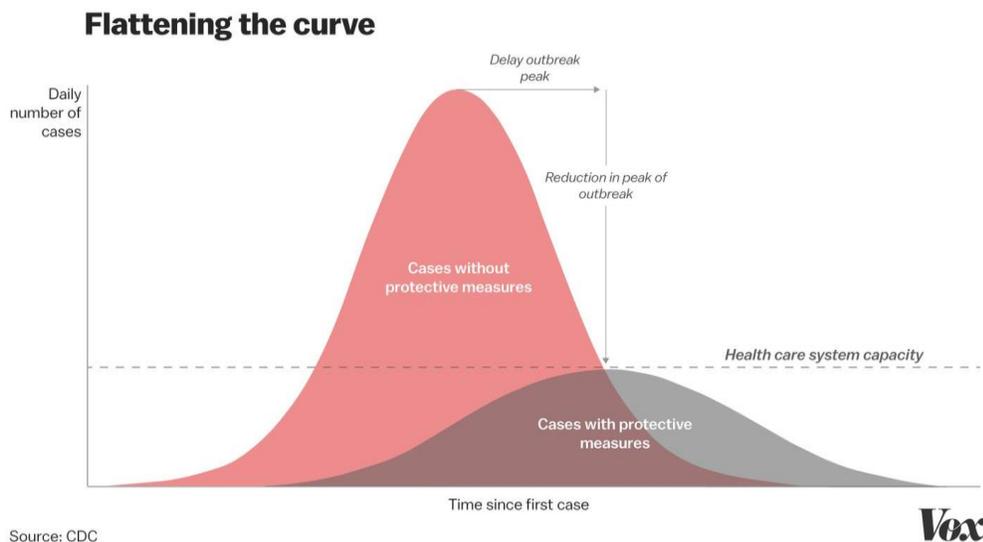
The Midland Park School District is committed to its Mission Statement:

***The Midland Park School District as part of a strong, dedicated community, provides its students with a comprehensive, adaptive education aligned to 21<sup>st</sup> century knowledge and skills needed for success in college and career. The district maximizes all resources to empower students to realize their individual worth and responsibility, with the expectation they achieve the New Jersey state standards at all grade levels.***

The district has continued to enhance its online/virtual learning capabilities and is confident its current status in this methodology is strong and successful in facilitating the attainment of student learning objectives in a virtual environment. The Emergency School Closing Plan incorporates successful district initiatives in this regard, continuance of effective virtual learning methodologies, and the assurance of flexibility given the current serious health crisis facing the community, state, nation, and world.

## Additional District Actions/Preventive Measures

As the district continues to remain proactive with regard to the outbreak of Coronavirus (COVID-19) in our state, additional determinations have been made with regard to measures necessary to help with the national effort to keep the virus from spreading quickly. This strategy of preventing a spike in identified COVID-19 cases is called, “Flattening the curve.” The goal is to slow down the rate at which people become ill from the virus to avoid overloading the US health system and is illustrated by this CDC-developed graphic:



Thus, the Midland Park Public School District has cancelled or postponed scheduled non-essential large group evening and school-based events through April 30<sup>th</sup>; including, but not limited to:

- MPHS Spring Musical—POSTPONED
- Highland School Musical—POSTPONED
- Highland Invention Convention—CANCELLED (student work to be displayed in school.)
- MPHS Evening Orientation Programs—POSTPONED
- Special Education Transition to College Program—POSTPONED

- Daily and evening school-based assembly programs—CANCELLED
- Field Trips—CANCELLED
- Elementary Cultural Awareness Day—POSTPONED
- Superintendent’s “Coffee & Conversation” Program—POSTPONED
- ATHLETICS: The Pre-Season Athletic Program is underway; discussions are ongoing with regard to continuance of spring athletics as we await further guidance from the NJSIAA and the NJDOE.
- CONTINUING EDUCATION PROGRAMS—discussions are ongoing.

**Preemptive Measures to prepare for a potential school closing due to the COVID-19 health emergency:**

1. A survey was disseminated to school families to ensure students had access to a technology device and the Internet.
2. The district has developed an Online Learning/Virtual School Day drop-in professional development half-day. Mini-worships will be provided and time allotted for staff participation. Training is provided to all faculty and staff members based on experience and interest level, and all staff members are strongly encouraged to attend online skills training to prepare for a Virtual School Day.

Session	Description	Time
1	<p><b>MANDATORY FOR ALL STAFF</b></p> <p>Speaker: Nick Capuano</p> <p><b>Topic: Requirements for a Success Virtual School Day</b></p> <p>Description: Staff will review the requirements: taking attendance using the Google Form/Question/Doc with PowerSchool, accountability of students, staff expectations.</p>	1:00 – 1:20
2	<p>Speaker: Danielle Vandenberghe</p> <p><b>Topic: How to take Attendance for a Virtual School Day</b></p> <p>Description: Staff will learn how to take attendance using the Google Form, Google Question &amp; a Google Doc.</p>	1:20- 1:40
3	<p>Speaker: Danielle Vandenberghe &amp; Joanne Manicone &amp; Dino Eliopoulos</p> <p><b>Topic: Interacting with Students During a “Virtual School Day”</b></p> <p>Description: Staff will learn how to interact with students using Google Meets &amp; Google Hang out. This workshop will also address how to incorporate Google Meets &amp; hang out with the hearing impaired student population and other students with special needs.</p>	1:40- 2:00
4	<p>Speaker: Jason Whelpley</p> <p><b>Topic: Google Apps for Education</b></p> <p>Description: Staff will learn how to further use the google apps for education that are available to us.</p>	2:00 – 2:20
5	<p><b>MANDATORY FOR ALL DEPARTMENTS</b></p> <p><b>Topic: Incorporating Resources in a Virtual School Day</b></p> <p>Description: Staff will meet in their departments and touch base on resources specific to their area of expertise.</p> <p>Teacher Resources</p> <p><a href="https://docs.google.com/spreadsheets/u/1/d/1NUKLZN7hGSu1Hzm70kfzBKs-lsSELaEMggS60Bi202l/htmlview?usp=sharing&amp;sle=true">https://docs.google.com/spreadsheets/u/1/d/1NUKLZN7hGSu1Hzm70kfzBKs-lsSELaEMggS60Bi202l/htmlview?usp=sharing&amp;sle=true</a></p> <p><a href="https://districtadministration.com/coronavirus-force-online-education-school-closures-covid-19?oly_enc_id=9574G5123245A3S">https://districtadministration.com/coronavirus-force-online-education-school-closures-covid-19?oly_enc_id=9574G5123245A3S</a></p>	2:20- 3:00

## **Student Attendance**

Student attendance will be tracked electronically through the Google platform/PowerSchool and online assignment completion. Attendance is mandatory for every period and will be completed as follows:

Using Google Suite students must check in for a time stamp which must occur within the first five minutes of class. Attendance should then be logged into Power School immediately. If students have not logged in on time, they are not present. Students are either present or absent; late is not an option.

After attendance is taken, students will move on to the teacher's preferred method of instruction for the allotted class time. Teachers will stay engaged with their students during the allotted class time.

## **Google Suite Attendance Options**

### *Option 1*

1. Create a Google form and or question with at least one requirement - enter name, acknowledge objective, say here - require students to be logged in to answer and they can only answer once.
2. Schedule this to post to Google Classroom at a specific time a minute or two before class starts.
3. Students must answer the question within the first 5 minutes of class to acknowledge that they are "present" in class.
4. Once submitted Google forms and or question time stamps when the answer is submitted - keeping track of attendance.
5. Be aware that a Google question time stamps for that day. The next day it will not have a time, just a date.
6. Form and or question for each day will be proof of attendance.

### *Option 2*

1. Create a Google Doc with at least the objective for each day.
2. Schedule this to post to Google Classroom at a specific time (a minute or two before class starts).
3. Students must open the assignment and initial that they saw the objective in a timely fashion.
4. Teacher can then type in real-time directions, ask questions, etc. All students can edit the document.
5. This keeps a transcript of the students logging in, the objective, and anything else written in the document.
6. Time stamp can be viewed through document history.

## Instructional Schedule

The district will follow a Virtual School Day schedule which to provide for the necessary four hours of instruction, plus time allotments for independent learning activities/homework. Each class will “meet” for 30 minutes. The expectation for students is that they are doing the work for each subject the regular period times on the scheduled below. Teachers and students will move through a regular period-based schedule. All teachers will remain available during their regular teaching periods to answer questions online. Teachers have prepared additional learning methodologies and will strive to maintain a positive learning environment positive. Teachers will also maintain strict office hours.

<i>Period</i>	<i>Time</i>
0	9:30 – 10:00
1	10:00 – 10:30
2	10:30 – 11:00
3	11:00 – 11:30
4	11:30 – 12:00
5	12:00 – 12:30
6	12:30 – 1:00
7	1:00 – 1:30
8	1:30 – 2:00

## Delivery of Instruction

- The district will utilize Google Classroom as the platform for virtual learning. The district is 1:1 for students in grades 3-12; students in grades PK-2 have computer access and will utilize identified programs, supported by pen-and-paper assignments.
- For the collaborative classes, ESL, BSI, and special education teachers will collaborate with general education teachers to ensure individual student lesson modifications and accommodations are provided.
- Resource Center teachers will provide instruction to students assigned to them.
- Based on an analysis of the district’s recently-administered technology access survey, all students have technology device and Internet access in the home environment.
- For discussions, teachers will post questions to Google Classroom and have a virtual discussion; they will be directed to refresh classroom often to view new posts. Teachers will open a Google Doc and have students type questions and answers in one document. For the Hearing-Impaired Program, Google Hangout/Meet will be utilized; Meet has a closed caption feature and maintains chat transcripts.

<b>Grade/Content</b>	<b>Delivery of Instruction &amp; Resources</b>
<i>Pre-K</i>	Teachers will create content specific packets in the subject areas of reading, writing, and math. In addition to packets, students will receive a menu of fine and gross motor activities. Students will participate in hands on learning using materials around their house to demonstrate their ability to: sort, classify, categorize, measure, etc. Parents will check students in for attendance through Class Dojo, Remind app, or email notification.
<i>Gr. K, 1-2</i>	K-1: Teachers will create content specific packets in the core subject areas: ELA, Math, Science, and Social Studies. Teachers will also assign skill-based work on IXL Math and leveled reading on RAZ-Kids programs. Social Studies and Science content will be delivered through Scholastic News online with follow-up activities provided by the teachers. Parents will check students in for attendance through Class Dojo, Remind app,

	<p>or email notification. Online assignments will be tracked and checked daily and paper packets will be accompanied by a sign off sheet.</p> <p>Gr. 2: Teachers will follow a similar model as K-1 with the addition of Google Classroom assignments. Teachers will create assignments using the Google platform and interact with students through their responses. Students will have access to Spelling City, Mystery Science, Brain Pop Jr., Discovery Streaming, and Destiny Follett to enhance the learning environment. Parents will check students in for attendance through Class Dojo, Remind app, or email notification.</p> <p>Gr. K-2: Specialists, therapists, and basic skills teachers will provide assignments via, paper and pencil to engage the students in learning tasks related to their content area. IEPs and I&amp;RS plans will be taken into consideration when designing therapy sessions and basic skills assignments.</p>
<i>Gr. 3-6</i>	<p>Teachers will utilize subject specific Google classrooms to disseminate information as well as assign materials. This will include all core subjects; ELA, Math, Social Studies, and Science, as well as Music, Art, Computers, World Language, PE/Health, and Media Center instruction. Supplemental classes such as Enrichment/ BSI will also have classes utilizing the Google suite platform, which includes Docs, Slides, Forms, and Hangouts. While Google will be the main platform for instruction, a multitude of supplemental services, software, and resources will be utilized to ensure efficient and grade-appropriate instruction, including, News ELA, NearPod, IXL Math, IXL ELA, Reflex Math, Common Lit, Discovery Streaming, Science Tec Book, Flip Grid, Flocabulary, Brain Pop, etc. Counseling services will be provided through student check-ins, and other service providers, i.e., OT/PT, will fulfill services through phone contact and inclusion in virtual classrooms.</p>
<i>Gr. 7-12 Chorus</i>	<p>Written assignments will be posted on the Google Classroom for Chorus and HS Choir. These assignments would include written critique assignment of choral or vocal music performances on YouTube. The assignments would also include reading articles on vocal technique and answering questions. Students will complete and turn in these assignments via Google Doc. The Music Theory Class would complete composition assignments on the Music First Suite. These compositions are time stamped as to when they are turned in. The students would also complete assessments on the Music First Suite.</p>
<i>Gr. 7-12 Band</i>	<p>For band classes Music First software and google classroom will be used to transmit assignments and gather playing samples from students. The Music First Software is used throughout the year and all students have a unique log in that time stamps their playing and records their performances. Students would need to bring home their folders and instruments for this to work.</p>
<i>Gr. 7-12 Broadcasting</i>	<p>Students will join a Google classroom. Production students will work on script writing assignments. Students will utilize a Google doc to brainstorm ideas and write a split column script. The document will be shared and the instructor will provide feedback and comments on student progress. Students will access I movie app (free) and other editing apps on their phone/Chromebook and will edit remotely.</p>
<i>School Counselors</i>	<p>All counselors will:</p> <ul style="list-style-type: none"> <li>• Continue to check in with the students they know will need support during this time.</li> <li>• Take referrals from teachers about who to follow up with and check in on.</li> <li>• Make personal connections with classes to let them know they are being supported.</li> <li>• Focus on Parent Education: what support do parent's need, what resources can be provided to them, what more can we do to support our parents?</li> <li>• Assist with the compliance with 504, IEP, etc.</li> </ul>
	<p>Math</p> <ul style="list-style-type: none"> <li>• Khan Academy videos</li> <li>• Upload PDF in Google Classroom</li> </ul>

Gr. 7-12 Specific Content Area Resources	<ul style="list-style-type: none"> <li>• Close-captioned YouTube</li> <li>• AP Classroom</li> <li>• Ed Puzzle</li> </ul>
	Computer Science <ul style="list-style-type: none"> <li>• Code HS</li> <li>• Code Combat</li> <li>• Code.org</li> <li>• AP Classroom</li> <li>• CS Awesome</li> </ul>
	English & Social Studies & World Language <ul style="list-style-type: none"> <li>• Online text or textbook</li> <li>• AP Classroom</li> <li>• Newsela</li> <li>• Documents uploaded to Google Drive</li> <li>• Google Hangouts</li> </ul>
	Physical Education/Health <ul style="list-style-type: none"> <li>• Online Red Cross Books</li> </ul>
	Art <ul style="list-style-type: none"> <li>• YouTube</li> <li>• Google Art Project</li> <li>• Pixlr</li> <li>• metmuseum.org, moma.org, Sketchpad.io</li> </ul>
	Science <ul style="list-style-type: none"> <li>• Pearson classroom for quizzes and animation.</li> <li>• Newsela for reading comprehension activities.</li> <li>• Discovery education techbook for videos, readings, activities.</li> </ul>

**Related Service Providers Speech, OT/PT/ABA Behaviorist**

Services will be provided as follows:

- Combination of on-line activities, paper activities, work packets, i.e., Tools to Grow, ABC Ya and Quia, and through Google Classroom for the upper grades.
- Google Hangout, NearPod.
- Therapists will utilize phone conferences as needed to ensure continuity of services.
- Behaviorist will be available for specific appointments during the school day via email or phone.
- ABA Students: providers will send home maintenance activities to ensure program remains current.

**Transportation: Northwest Bergen Council for Special Education**

In preparation for the potential closing of schools in response to COVID-19, the following procedures will be implemented as it relates to transportation through Region One contracted bus routes.

- If the sending District is closed:
  - All in-District transportation will be suspended
  - Out-of-District transportation (vocational/technical school, nonpublic school or special education) will continue to run according to the schedule of the receiving school
  - Half-day transportation will continue to run according to the schedule of the receiving school
    - It is the responsibility of the sending District to inform parents and transport students (if applicable) for the remaining half of their day

- If the receiving District is closed:
  - Transportation will be suspended
- Other
  - Transportation to out-of-district placements can also be suspended if we are instructed by you or another authority (such as the county or State) to suspend that transportation

Lastly, because many of our routes can serve more than one District, we ask that all Districts remind parents to not send their child to school if they are unwell, have a fever, or are presenting an illness. Regarding continuation of services from the Region One staff, they will follow procedures established by the Mahwah Board of Education. Those procedures are expected to be finalized in the coming days.

**FOOD SERVICE**



Pomptonian Food Service is the district’s provider. Pomptonian is developing a plan to continue food service if there are school closings as a result of the Coronavirus, as this may be part of an NJDOE requirement to plan for virtual learning days. Pomptonian will also develop a means to distribute meals to those who qualify, and perhaps others as necessary. A sample Grab-and-Go schedule follows:

SAMPLE GRAB-AND-GO LUNCH MENU				
Monday	Tuesday	Wednesday	Thursday	Friday
<i>Turkey on a roll with baby carrots, apple slices, and milk.</i>	<i>Bagel and yogurts lunch with fresh veggies, an orange, and milk.</i>	<i>Ham or cheese on a roll with applesauce, baby carrots, and milk.</i>	<i>Hummus with pita bread, a hard-boiled egg, pears, fresh veggies, and milk.</i>	<i>“Build a Pizza” with a bagel, mozzarella cheese. Marinara sauce, an apple, baby carrots, and milk.</i>

**Increased Cleaning/Disinfecting of School Environments**

Enhanced school cleanliness protocols and procedures for cleaning and disinfecting frequently-touched surfaces and objects has been in effect since mid-January. The district’s custodial, maintenance, and transportation staff have received direction to increase the following:

All desktops, light switches, door handles, restroom fixtures, computer keyboards, lockers, bus seats, seatbelts, and driver compartments are to be disinfected daily. Most of the above-mentioned areas are being disinfected multiple times each day.

Signage has been placed in all restrooms explaining the proper procedure for proper washing of hands. Additional hand sanitizer dispensers have been installed. The district has a sufficient supply of disinfectant products in our buildings, and additional orders have been placed.