



**Summit Public Schools
COVID-19 Instructional Plan
Updated May 15, 2020**

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Demographic Profile

The Summit Public School district serves a total of 4063 students enrolled in two Primary Centers, 5 elementary schools, a middle and high school in regular and special education programs. The Pre-K program consists of 72 students in total, with 40 General Education students, and 32 receiving Special Education Services. The school system houses a diverse population of students; 492 Asian, 172 Black/African-American, 763 Hispanic, 13 American Indian/ Alaskan Native, 51 Multi-Racial, 5 Hawaiian Native/ Pacific Islander, 2564 White, and 3 Unclassified.

Summit Public Schools is composed of 13% Economically Disadvantaged Students, 4.25% English Language Learners. The District services 450 Special Education students, and 64 students with Speech Pathology services, totaling at 514 students eligible for and receiving services.

Essential Personnel/Public Health Response Plan Team

Role	Duties
Superintendent	<ul style="list-style-type: none"> ● All operations ● Communication ● Organization ● Management ● State, county, and local officials ● Health Officer coordination ● NJDOE information flow ● Information sharing with neighboring Superintendents
Assistant Superintendent/CFO Assistant Business Administrator	<ul style="list-style-type: none"> ● Determine meal distribution ● Manage food service provider and staff ● Business operations ● Transportation ● Budget ● OEM support
Director of Education Assistant Director of Education	<ul style="list-style-type: none"> ● Design instructional plan ● Operational management of education programming ● Management of instructional deployment strategy ● Implementation plan and support ● Technology ● Communication ● County coordination and information flow
Director of Special Services	<ul style="list-style-type: none"> ● Special Education compliance ● Liaison with Health Department ● Special Education programming ● Management of student services ● Manage nurses ● Special serves coordination and modification ● Manage CST ● OEM support
Director of Human Resources	<ul style="list-style-type: none"> ● Communicate personnel

	<p>expectations</p> <ul style="list-style-type: none"> ● Employee regulations ● Policy coordination ● Staff support ● Staff communication
Communications Officer	<ul style="list-style-type: none"> ● Assist with all communications (creating and disseminating) ● Coordination with city officials ● BOE Communications
Director of Facilities	<ul style="list-style-type: none"> ● Sanitize/disinfect facilities ● Create rotation of custodians ● Ensuring social distancing of maintenance personnel
Principals	<ul style="list-style-type: none"> ● Assist with instructional plan ● Supervise implementation of plan ● Communicate with school community ● Teacher monitoring
Nurses	<ul style="list-style-type: none"> ● Educate staff, students, parents proper hygiene ● Coordinating Nurse reports to Westfield Regional Health Department any (combined) absence rate of 20% or more ● Coordinating Nurse reports any suspected or confirmed COVID-19 cases to Westfield Regional Health Department.
Board President	<ul style="list-style-type: none"> ● Communicate with Superintendent ● Keep Board updated

Instructional Plan (Updated 5/12/2020)

General Instructional Guidelines

- Teachers (content area, specialists, and support teachers) will plan 15 lessons at a time. Planning will take place with district wide grade level teams or content grade level teams.
- The district will utilize Google Classroom as the platform for posting pre-recorded instructional videos, assignments and communicating with students and families in grades K-12.
- Pre-recorded videos will be posted each time new content is introduced.
- A minimum of **one** live touchpoint per student per week is required via Google Meet/Hangout. This can occur in small groups, 1:1, or as a whole-class live lesson.
- **Support services (ESL, Basic Skills, Special Education) teachers will join teachers' general education classrooms to post interventions and modifications to their specific students as well be required to have live touchpoints with their students.**
- Students in grades K-2 will use personal devices from home.
- Students in grades 3-12 will use their district issued Chromebooks.
- Cheat sheets will be distributed to teachers, students, and parents.
- Teachers will post assignments by their regular start time and end their day at the end of their regular work day.
 - Elementary: 8:15-3:00
 - Middle: 7:55-2:45
 - High School: 7:45-2:49
- Attendance will be taken by submission of the students' assignments each day. Attendance will not have affect on promotion, retention, graduation, etc.
- Students will have all day to complete their assignments.
- Teachers will reach out to the parents of students who do not participate or submit assignments. If it continues, principals will reach out to families.
- If no contact is made with the family after several attempts, the principal will reach out to the police department to conduct a wellness visit.

Equitable Access to Instruction Plan

- Students in grades 3-12 have district issued Chromebooks.
- Students in grades K-2 were asked to use a home device. However, those who were in need of a device were issued a district Chromebook.
- The district is in the process of purchasing Chromebooks for all students in grade K-2 for the 2020-2021 school year.

- The district purchased 25 hotspot devices for families in need of internet access.
- To our knowledge all students are up and running remotely.
- We have implemented 4 learning cycles. During each cycle teachers are required to create paper copies of their lessons/assignments in case a student requests them or is a need based on a student's 504 or IEP.
- Paper packets are copied and mailed to the students' homes.

Assignments

Elementary:

- Teachers must post a minimum of **one** pre-recorded video per content area per week in reading, writing, math, science, and social studies (5 per week) is required. Grade-level teams/content area teachers can divide responsibilities for recording and share with one another.
- Teachers follow up with students in small groups, 1:1, or whole class via Google Meet in order to meet students' individual needs.
- Assignments will be posted by 8:15 am on Google Classroom daily.
- Teachers will utilize district digital resources, FlipGrid, Screencastify, IXL, Learning A-Z, Mystery Science, NewsELA, and others to create assignments.
- Assignments will take students about 10-20 minutes per class to complete.
- Assignments will be the same across the district per grade level.
- Assignments will not require students to print, complete, and scan back.
- Assignments will be graded as complete/incomplete.

Secondary Schools:

- Teachers post pre-recorded instructional videos of themselves each time they are introducing a new skill within the course curriculum. Students will then be given assignments to complete. Teachers follow-up with students in small group, 1:1 or whole class via Google Meet in order to meet students' individual needs.
- Teachers will use digital tools that support their individual content areas.
- Assignments will not require students to print, complete, and scan back.
- Assignments will take students about 20-30 minutes per class to complete.
- Recommending students follow their daily schedule.

Summer Programming Plan:

- High School credit recovery will be held remotely from June to August . Our concern is the students who will need to participate in the program are the ones who are not fully engaged with virtual learning.
- Our middle and elementary Title One funded programs that are typically held in July are on hold. We hope to run them in late August in person or remotely.

Special Education Plan (updated 5/18/2020)

Child Study Team

- Case managers maintain regular communication with parents to ensure services are implemented to the greatest extent possible
- IEP Meetings
 - With parental consent, IEP meetings are conducted through teleconference.
 - Google form used to document attendance
 - Electronic consent accepted for all documents
- Referrals to Child Study Team
 - Conduct Identification Determination meeting
 - Electronic consent accepted for all documents
 - If evaluations are warranted, evaluations that can be done remotely will be completed
 - During the evaluation process, provide support to students under I and RS as needed
- Re-evaluations
 - Electronic consent accepted for all documents
 - Complete all evaluations that can be done remotely until further guidance is provided

Instruction

- Lessons, activities, and related materials posted through Google Classroom
- Delivery of instruction through pre-recorded lessons, videos, powerpoints and synchronous learning. Modifications and accommodations provided as stated in IEP to the greatest extent possible
- Lessons based on skill level, program and student's goals and objectives
- Hard copies of lessons/activities will be made available for students as needed
- BCBA collaboration with teachers and parents as indicated in IEPs
- Students will be assessed on progress towards goals and objectives when we return to school, and IEP goals will be amended as needed.

Delivery of Services

- Behavior Analysts
 - Support ABA teachers with planning for maintenance of skills, updating programs, collection of data

- Maintain weekly parent contacts through training sessions with ABA teachers
- Provide ongoing paraprofessional training
- Speech-Language Services, Occupational/Physical Therapy, Counseling and Social Skills
 - Lessons, activities, and related materials posted through Google Classroom
 - Services delivered through teletherapy
 - Service logs, contact log, and data collection obtained for each service
- Structured Learning Experiences
 - Skills needed for structured learning experiences have been provided to students/parents to be generalized in the home setting
- Paraprofessionals
 - Support students in Google Hangouts during synchronous learning
 - Assist teachers with prepping materials for lessons
 - Create pre-recorded lessons (cooking, art, music)
- Itinerant Services
 - Itinerant services will be compensatory as needed
- Home Instruction
 - Students on home instruction will be included in their Google Classrooms as per their school schedule
 - Owed home instruction hours will continue to be delivered after school hours

Extended School Year (ESY)

- At this time, we are planning for remote delivery of instruction for ESY
- Lessons, activities, and related materials will be posted through Google Classroom
- Delivery of instruction will occur through pre-recorded lessons, videos, powerpoints and synchronous learning. Modifications and accommodations will be provided as stated in IEP to the greatest extent possible
- Related Services will be provided through teletherapy

Student Support Services

- Section 504 Plans
 - Accommodations will be met to the greatest extent possible

- Requests for Section 504 Plans will be evaluated to the greatest extent possible during the closure and eligibility based on that information will be determined if possible
- Intervention and Referral Services (I &RS)
 - I and RS teams will meet regularly to discuss referred students and implement action plans

Nurses

- Track staff and student illness during closure and report to local health department
- Monitor NJDOH, CDC, WHO guidelines regarding COVID 19
- Prepare and distribute supplementary health lessons for K-5 teachers focusing on prevention of communicable disease, COVID 19 virus, proper respiratory hygiene.
- Assist community wide efforts to support families in need at this time.

School Counselors

- Monitoring student attendance and engagement
- Counselors following up with families
- Providing strategy based tools for students they can work on at home
- SACs and counselors reaching out to students regularly
- Maintaining contact logs

Virtual Resources/Strategies/Presentations shared out via email and posted on website

Meal Service Plan for Eligible Students

In order to continue meal service for eligible students during such a period we have developed the following plan in association with the district's Food Service Management Company (FSMC) Pomptonian:

Update on Expanded Student Meals – Grab & Go

Due to the COVID-19 Closure of Schools in Summit, we have applied and been approved by the NJ Department of Agriculture to operate temporarily under the SSO program.

The Seamless Summer Option (SSO) is a Federal meal program that encourages more School Food Authorities (SFAs) already participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to provide meals during periods longer than 10 school days of closure.

Preparing Meals

The Summit High School continues to serve as the district hub for all students (eligible and those under 18 residing in Summit) and as such become the lead kitchen for preparation of required meals.

Menus have been modified to be Grab-and-Go and possibly shelf stable.

Meal Distribution

Schools closings has meant compliance with the EO's of the Governor's office to avoid large gatherings and concentrations of people in crowds that could increase the number of people exposed to the COVID-19 Virus, as such:

- Distribution site: Summit High School and Jefferson Elementary School
 - A "Kiosk" type service will be set up by the loading dock entrances off the front parking lot, for students to pick up a grab-and-go meal
- Distribution began: March 16, 2020
- Distribution will continue until the end of the school year or when/if schools open back up
- Distribution times: between 8 am and 10 am
- Meals to be claimed per day: 2 (breakfast and lunch)

- Students may pick up meals from either location regardless of their home school

Kitchen Safety/ Food Safety

Kitchen cleanliness and sanitizing will take place daily. Pomptonian's staff completed a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.

Facility Maintenance and Buildings

Buildings continue to be maintained through an ongoing custodial presence in all buildings.

We have been transitioning from a limited personnel presence (1) individual per building for building checks - March/April to limited crews 5 hours per day with PPE and social distancing starting May 1st.

Maintenance personnel are assigned based on need and restricted to working alone if possible with PPE and social distancing guidelines.