Rahway Public Schools

Rahway Public School District, Union County
Health Crisis Preparedness Plan
March 2020; Revised May 2020

District Demographics:
Rahway School district serves a total of 4282 students, preK-12, enrolled in 4 elementary schools, a middle and high school in regular and special education programs. The Pre-K program consists of 435 students in total, with 315 General Education students, and 120 receiving Special Education Services. The school system serves a diverse population of students: 2.5% Asian, 35% Black/African-American, 44% Hispanic, <1% American Indian/Alaskan Native, 3.5% Multi-Racial, <1% Hawaiian Native/Pacific Islander, and 14% White.

Rahway Schools are composed of 57% Economically Disadvantaged Students, 9% English Language Learners, <0.01% homeless, and <0.01% students in foster care. The District serves 693 Special Education students, and 15 students with Speech Pathology services, totaling at 708 students eligible for and receiving services. There are 53 students currently being evaluated for classification.

Rahway Public Schools will close on orders from City Health Official or NJ State Health Officials. The District will give families as much notice of closing as possible.

Information and guidance about the novel coronavirus and COVID-19 can be found at:
https://www.nj.gov/health/cd/topics/ncov.shtml

If the district is ordered to close, all athletics, extracurricular activities, and before/after school care will be cancelled for the duration of the closure.

If the district is ordered to close, the following plans will be activated:

1. Communication during Closing.
   a. District Crisis Planning Team (CPT), composed of administrators and teachers, will meet as needed, likely 2-3/week in person or through remote meetings.
   b. Central Office Leadership team will have regular talks with Rahway City Health Official, Mr. Dennis Green.
   c. Automated phone calls and email blasts will be used for ‘active’ communication with families and staff. Communications to families is done in both English and Spanish.
   d. Frequent updates will be posted to:
      i. Rahway District website.
      ii. Rahway District Facebook page.
      iii. Rahway District Twitter account.
   e. All staff will have access to their district email accounts.
   f. Google Meetings will be used for meetings as needed.
g. **Mental Health Resources** that students and families can access during the school closure are as follows:
   - National Suicide Prevention Lifeline: 1-800-273-8255
   - New Jersey Hopeline: 1-855-654-6735
   - Caring Contact; 908-232-2880
   - 2nd Floor Youth Helpline: 1-888-222-2228
   - NJ Children’s System of Care: 1-877-652-7624

2. **Continuity of Operations.**
   a. Upon initial closing, custodial staff will thoroughly disinfect/sanitize the building interiors while wearing appropriate protective gear.
   b. After initial disinfection and if permitted by City Health Official, staff will be permitted to return to the buildings to work while practicing social distancing (minimum of 6 feet between people).
   c. Payroll will continue on schedule; the district will continue to pay permanent staff.
   d. Board meetings will run on schedule in person practicing social distancing or through the use of remote meetings (e.g. Google hangouts).
   e. District building systems (e.g. Boilers, HVAC, generators) will be monitored by trained facility staff as needed to maintain the systems in good working order.
   f. Food service – Pomptonian will provide meals (boxed, and/or MREs) to be distributed from the schools. Times and locations will be posted on the district website.

**Details on Meal Distribution Plan**
SFA Name: Pomptonian
Agreement #: 03904290
Date Meal Distribution began: Tuesday March 17, 2020.
Date Meal Distribution will end: when students return to school.
Schools where distribution of meals will take place:
   - Grover Cleveland Elementary School and 7th & 8th Grade Academy.
   - Distribute meals from 9:30am to 11:30am, Monday through Friday.
Meals to be claimed for reimbursement per day: Each day breakfast and lunch will be distributed for eligible children.
To facilitate meal distribution, on May 13 the district expanded sites and hours for meal distribution:
   - Cleveland, Franklin, and Roosevelt Elementary Schools will distribute meals from 9:30am to 11:30am, Monday through Friday.
   - The 7th & 8th Grade Academy will distribute meals from 8:00am through 12noon, Monday through Friday.

**Essential staff** must continue to report to work, including (number in parentheses):
   - Superintendent’s Office Staff (3) – perform essential personnel functions.
   - Business Office Staff (7) – perform all business functions, e.g. Payroll, purchasing, bill paying.
   - Safety Officers (6) – provide additional supervision for meal distribution and building security.
   - Custodial & Maintenance staff (31) – Clean & sanitize buildings, maintain and repair building systems.
Other staff will be working remotely and reporting as needed, including:
Administrators.
All other Office Staff – covering offices remotely.
Teachers – teaching, grading, lesson planning.
CST Staff – student evaluations and IEP development.
Guidance Counselors – developing student schedules, counseling.
Nurses – available for medically fragile students.
Technology Staff – maintaining technology infrastructure and district connectivity.

3. **Instruction.**
   a. Flexible learning opportunities will be available for all preschool to grade 12 students.

Students in grades 4-12 have access to district-issued email accounts. For younger students, the district asks that parents be online with their young child.
Approximately 68% of students have sufficient internet connectivity and/or WiFi at home.

To ensure all students have access to the distance learning opportunities below is the letter body sent to parents about the **device distribution and WiFi access details for our Chromebook distribution**. Our goal is to ensure that each student has an Internet-connected computer that enables digital learning in the home. If there are multiple students living in the home, we expect that each child has a computer with Internet access so that they can complete digital school assignments without undue stress on families. A smartphone alone is not adequate for students to complete their digital school assignments.

**The Rahway Public School District will be providing district-owned Chromebooks to those students who need them to complete their school work during the district’s extended closure.**

Please be aware that a Chromebook requires Wi-Fi connectivity. If your child needs a Chromebook but you do not have Wi-Fi at home, we will help you solve the connectivity challenge. Visit [www.rahway.net/chromebooks](http://www.rahway.net/chromebooks) or call 732-396-1000 extension 3000 for help.

Chromebooks will be distributed in the following way;
1. Chromebooks should be picked up at the student’s school. Devices for multiple students who live in the same household can all be picked up at the school of the oldest student.
2. For students in Preschool through Grade 8, parents or legal guardians must pick up the device.
3. Students in grades 9 to 12 can present their Rahway Student ID or government-issued photo ID (passport, driver’s license) and pick up their device.

Please note that parents, guardians, and siblings picking up devices must be listed in the district’s PowerSchool database.
Pick up days and times at district schools:
   - **Thursday, April 2nd** - from 10:00 AM to 2:00 PM and from 5:00 PM to 7:00 PM.
   - **Friday, April 3rd** - from 10:00 AM to 2:00 PM only.

Pickup Locations (there will be signs at the appropriate door indicating Computer Pick Up):
   - Grover Cleveland - Montgomery Street entrance.
   - Franklin - Harrison Street parking lot entrance.
   - Madison - Madison/RHS driveway entrance.
   - Roosevelt - Stanton Street parking lot entrance.
   - Rahway Academy - main entrance (off of large parking lot).
   - Rahway High School - student cafeteria entrance.
   - Alternative School - Alternative School parking lot entrance.
   - St. Thomas Preschool - Rahway Academy main entrance.

After April 3rd, pickup will be by appointment only at the Rahway 7th & 8th Grade Academy. Please visit [www.rahway.net/chromebooks](http://www.rahway.net/chromebooks) or call 732-396-1000 extension 3000 to make an appointment.
To pick up Chromebooks, you must provide a photo ID and sign the borrower agreement; please have a pen with you to sign the agreement (for health reasons we will not provide pens.) Some details of the borrower agreement are below.

Agreement Terms ("Equipment" includes the Chromebook and power supply):

- You agree to return the equipment in the condition in which it was received.
- While in your possession, you are responsible for any costs for loss or damage to the equipment.
- You will notify the Rahway Public Schools Technology Department immediately if the equipment is missing, damaged, or malfunctioning. Failure to do so will result in assessed charges.
- You agree to return the equipment when requested to do so by district administration.
- To protect students, all browser activity is monitored and filtered, and all activity is associated with the signed-in Rahway.net user account.
- Because the equipment and district-managed resources are components of the district’s computer network, please understand that anyone using the equipment has no right to privacy for any activity conducted on the Chromebook.
- District personnel will NOT remotely activate the onboard camera or capture images from the camera UNLESS the Chromebook is reported or determined to be missing.
- The device can be tracked and monitored in multiple ways, including by location.
- By accepting the device, you agree that all users accept and abide by the district’s Acceptable Use Policy (Policy 6142.10, available or the district website).

If you or your child experience problems with the district-owned Chromebook, please visit [www.rahway.net/chromebooks](http://www.rahway.net/chromebooks) or call 732-396-1000 extension 3000 for help. Information on returning the Chromebook and power supply to the district will come at a later date.

Once your child has their district-owned Chromebook please see your child’s teacher’s website for educational guidance and support.

b. Teachers have prepared lessons that can be accessed via technology as well as through traditional paper materials sent home from school.

c. Instruction will be differentiated to meet the needs of ALL of our students. The district provides for and supports differentiation by individual teachers. Teachers work with students on a case by case basis to provide instruction in ways that best suit individual student needs:
   i. ELL.
   ii. Special Education/504.
   iii. At-risk.
   iv. On grade level.
   v. Gifted and Talented.

d. Students will be able to turn in assignments for grading using online technology throughout the school closure as well as through mail, drop off at their school, or upon returning to school.

4. **Special Education Needs during School Closure.**

a. IEP and 504 related service plans will be designed to meet each student’s needs by providing materials and resources for continuity of services. Lesson modification details are on individual teacher websites. If possible some related student services will be provided at our schools. All teachers and related service providers have been directed to provide live, remote instruction and related services to the greatest extend possible. Administration has met virtually to provide consultation and guidance on
virtual platforms such as Google classroom and Google Meet. Both videos and live interactions were encouraged. Teachers and related service providers for PSD and young autism students were directed to encourage their parents to join classroom and related service opportunities remotely.

b. Out-of-district (OOD) students and their continued attendance at their OOD schools will be handled on a case by case basis through collaborative consultation of the involved Superintendents and/or Directors of Student Services.

c. Documentation of IEP implementation will continue during school closure. All typical documentation collection, including progress monitoring, documentation of all services, and the provision of accommodations and modifications will be unchanged and simply applied to any and all remote and live learning and service delivery. Case managers will use all available resources and techniques to communicate with parents and staff to ensure the implementation of the IEP. Case managers will also assist teachers in their communication to provide supports or guidance that may be useful.

d. IEP meetings will continue during school closure. IEP meetings may occur remotely or through tele practice and will include all mandated IEP members unless parental permission is provided to allow excusals. Child study teams are available to provide services in every aspect of the special education process, from evaluation planning, to evaluation, and then on to eligibility. Parents are advised of any challenges that might impede federal or state timelines and teams are directed to work with parents to develop a plan to work as efficiently as possible on the student’s behalf.

e. ESY (Extended School Year) programs will be offered during school closure. The district will provide distance learning for ESY. The ESY program will remain 4 hours per day for 30 days, and will provide the same instructional and related services as in previous years.

5. **Instructional Resources during Closing.**

   a. Specific assignments, resources, and instructions for all students will be posted to individual teacher’s website in the event of an actual health-related school closing. Teacher sites can be accessed through their school’s website.

   b. During a closure, teachers will be available online (email and/or chat rooms) to their students curing a prearranged minimum 3 hour time span.

   c. Internet connectivity permitting, students and teachers will have access to Gmail, Google Drive, Google Classroom, Google Hangout, and Class DoJo throughout the closing.

   d. Teachers will be taking attendance through student participation in live teaching sessions and their use of the online resources, e.g. Class DOJO, Google Classroom. If a student’s participation is lacking the teacher, counselor, and administrators will reach out to families through phone calls, email, online platforms (e.g. Class DoJo), and certified mail.

Body of Letter sent to Parents about Distance Learning:
Thank you so much for what you are doing to keep this year moving forward!
We now know we will be doing distance teaching/learning for the remainder of this school year, and I know that each and every one of you is supporting your children in any way that you possibly can. I wanted to provide you with some information about the expectations that were given to teachers and those that the district has for our students.

In order to move instruction forward for the remainder of our emergency closure, the district provided Chromebooks to any and all students who needed them. If you are still in need of a device, please visit the district website for further information on how to pick up a device from the district.

With regards to instruction and digital learning, below you will find some more specific information given to our teachers.

**In Grades 2-12**

- All teachers have created a Google Classroom, where they are creating assignments and providing feedback to students.
- PowerPoint/Google Slide presentations (with voice over), premade videos (found on sites such as YouTube, Khan Academy, etc.), or videos of our teachers providing classroom lessons are being used to deliver instruction.
- It is expected that the assignments provide students with a total of approximately 2-3 hours of academic work per day. At the secondary level, content area teachers should plan for a total of approximately 2-3 hours of work per week.

**In Grades PreK-1**

- All teachers are providing instruction using multiple methods: activities or projects, as well as utilizing a platform students/parents were already comfortable using (i.e. ClassDojo, your Teacher Site, etc.).
- Activities are being uploaded to the Home Instruction page of Teacher Sites and packets can be distributed as needed. PDF versions of the activities and assignments can be found and printed from the Home Instruction page of the Teacher Sites.

**For All Students**

- Teachers are using Google Hangouts and Google Meet, as needed. In order to prevent conflicts, teachers are being mindful of scheduled meeting times, as students may have to log in to multiple classes.
- Online platforms and software programs (i.e. MathSpace, Achieve3000, SmartyAnts, RazKids, Khan Academy etc.) are being used for specific assignments and activities.
- Teachers have communicated with students about the expectations for submitting assignments.
- At this time, no timed quizzes or tests should be given to students. Students should be assessed on the assignments and activities being given to them.

We hope that this helps to clarify any questions you may have about the expectations for students and teachers. Please support your children to the best of your ability and ensure that they are completing the assignments being given and submitting them to their teachers.

We know that this will not be perfect, and mistakes may be made in the process. However, if we work together and collaborate, we will do the best we can for our students. If you have concerns regarding an assignment, please begin by contacting the teacher. However, if you have further questions or concerns, please reach out to principals, vice principals or district administrators.

We know that this cannot replace direct instruction from a teacher or the interactions that happen between teachers and students every day, but our hope is that we are reaching our students in a positive way. All of us are adjusting to this new way of teaching and learning and are grateful for the collaboration we have together.

Thank you for your cooperation – let’s all stay healthy.

Dr. Patricia Camp
Superintendent of Schools