

*North Wildwood School District  
Margaret Mace School  
Office of the Superintendent  
1201 Atlantic Avenue  
North Wildwood, New Jersey 08260  
carmstrong@mmace.com*

## **INTRODUCTION**

- The North Wildwood School District (District), Cape May County, recognizes the importance of continuing to educate its students in the event of a pandemic outbreak. While the District understands it might not be able to operate fully in a traditional school model, this plan will assist the District in continuing to provide students with a high-quality education.

## **PURPOSE**

- This plan provides guidance to the North Wildwood School District and may serve as the plan for maintaining essential functions and services during a pandemic outbreak. It does not replace or supersede any laws or policies; it simply serves as a guideline to address continuity of operations of the school district, aligned to the requirements set forth by the New Jersey Department of Education (NJDOE) specific to disease outbreak.
- **Communication During Closing**
  - Superintendent will communicate with the Cape May County Department of Health
  - Realtime communication alerts
  - Margaret Mace District website: [www.mmace.com](http://www.mmace.com)
  - Facebook
  - Twitter
  - All staff will have access to their emails during the regularly scheduled school hours
- **Continuity of Operations**
  - Payroll will continue on schedule
  - BOE meetings will continue as scheduled
  - Food Service - Chartwells will be providing boxed meals to be distributed within the
  - community. Check the Margaret Mace website for locations and times.
  -

- **Essential Personnel**

- **Superintendent – Christopher Armstrong**

- Role: Will oversee all operations of the district

- **School Business Administrator – Rose Millar**

- Monitors and maintains the following departments prior to and during any closure.
    - Work with the supervisor in each area to ensure proper actions and responses in order to maintain operations.
    - The Payroll Office will continue regular functioning from an outside location, if necessary
    - Purchasing, Accounting and Accounts Payable
    - These offices will be able to function in a limited capacity remotely to approve emergency purchases, manage wire transfers, and make critical payments.

- **Asst. Principal- Patti Donlan**

- Oversee all homebound instruction
    - Ensure that all students have technology and the ability to access the Internet
    - Ensure that all technology is working for students
    - Communicate with students and families as needed
    - Work with North Wildwood Police and other community organizations to guarantee the welfare of students.

- **Supervisor of Student Personnel Services/ Supervisor of Child Study Team- Carolyn Morey**

- Provides and receives updates from the Cape May County Department of Education
    - Maintains academics and student learning with the support of supervisors, other directors, and building administrators.
    - Communicate with teaching staff and student services staff to ensure student needs are being met
    - Be available to answer staff and parent questions in regards to school closings
    - Updates Superintendent of Schools on a regular basis.
    - Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

### **Director of Facilities – Mike DeMayo**

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:
  - Filing of soap and hand sanitizer dispensers
    - ○ Ensuring all paper towel holders are filled and functioning at all times;
    - ○ Sweeping and wet mopping all floors;
    - ○ Vacuuming rugs;
  - Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
    - Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
    - Cleaning and sanitizing cafeterias - tables, chairs, food lines; and ○ Cleaning vents
    - Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.

### **Food Service Director Annfranes Connoly-Provision of School Nutrition Benefits for Eligible Students**

- In the event the district implements this school closure plan North Wildwood School District has the following food service plan to ensure the provision of meals to eligible students.
- In accordance with guidance released March 6, 2020 from the USDA, the district will apply for the temporary Summer Seamless Option (SSO) program in SNEARS.
- The district will work with Chartwells to complete an plan for Grab-and-Go meal to be picked up at Margaret Mace School.
- **Home Instruction**
  - Flexible Learning Opportunities (Policy #6173) will be available through this website for Elementary and Middle School students.
  - Teachers have prepared lessons that can be accessed via technology as well as through traditional paper materials sent home from the school.
  - All Instruction will be differentiated in order to meet the needs of ALL our students:
- ESL/ELL
  - Special Education/504

- iii. At-Risk
    - IV. On Grade Level
  - Student will be able to turn assignments in for grading online throughout the closure as well as in-person upon returning to school.
  - Individual IEP and 504 Related Service plans will be designed to meet each student's needs by providing materials and resources for continuity of services.
  - f. Internet connectivity permitting, all students and teachers will have access to Gmail, Google Drive, Google Hangout, and Google Classroom throughout the closing.
  - Internet connectivity permitting, students will be able to use Kidbiz, IXL, and Lexia.
  - Field Trips - ALL field trips have been cancelled until further notice.
- **Related Services (OT/PT/Speech)**
  - 20 minutes/service/week/student. We will review all options such as videotaping lessons for group or individual. We will develop a list of activities that can be addressed by virtual learning in a home environment. A list or kit of supplies will be distributed, for parents, of items that are easily accessible and may be used in event of sudden closure for parents to utilize at home for instruction. Virtual office hours will be set up to address parent concerns, questions, as necessary. Below is a list example of programming:
    - Home programs for therapy students, if therapist able to go into house
    - PT-Youtube exercise/yoga videos
    - SP-Social skills videos
    - SP-Functional skills packets
    - OT-Handwriting packets
    - Free ipad apps
    - SP-Youtube read along stories
    - OT-SP collaborative Life Skills Interactive book
    - Share websites on teachers page
    - Zoom or go to meetings
    - "Parent educational and sensory activities for low functioning students"
  - Case Managers (CST and Speech and Language Therapists)

- The expectation is that CST teams will continue to develop IEPs; write reports; plan for next year. Teams can conference through Google hangouts, phone conferencing, Google classroom. Virtual office hours will be set up to address parent concerns, questions, and reschedule IEP meetings as necessary.
- Annual Reviews/Re-evaluations
- Will be rescheduled. Timelines should be considered and extended as necessary
- Guidance (MS and Elementary)
  - Work with family and students as needed.
- Nurse
  - Start paperwork to give to parents in June for 2020-2021 school year.: Medication forms, Food Allergy Action Plans, Asthma Action Plans, Seizure Action Plans, EpiPen designee and Emergency Action Plans.
  - Review policies and update accordingly via phone with nurses on committee
- **Staff Work Hours**
- All are expected to participate in instructional activities with students and families for 5 hours and 30 minutes daily
- Staff members should spend a minimum of 45 minutes a day preparing for future lessons.
- All hours will be completed from a remote location.
- Teachers may enter the building by appointment only.
- While entering the building staff members must adhere to social distancing guidelines
- Non-employees may not enter the building.
- Staff members must sign-in each day using the district's Google Sign-In form.
- Staff members must check their email daily

March 19, 2020

North Wildwood Public Schools  
 Ms. Rose Millar; Business Administrator



Re: COVID-19 Emergency Meal Service Plan

The following is Chartwells Emergency Feeding Plan in the event of a shutdown.

<b>Wildwood Schools COVID-19 Emergency Closure Five Day Breakfast Cycle Menu (repeatable)</b>					
	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
<b>Main</b>	Assorted Cold Cereals	Breakfast Muffin / Cereal Bar	Assorted Cold Cereals	Breakfast Muffin / Cereal Bar	Assorted Cold Cereals
<b>Fruit</b>	Fresh Orange	Fresh Orange	Fresh Orange	Fresh Orange	Fresh Orange
<b>100% Juice</b>	4oz Apple Juice	4oz Apple Juice	4oz Apple Juice	4oz Apple Juice	4oz Apple Juice
<b>Cracker</b>	3 Pack Graham	3 Pack Graham	3 Pack Graham	3 Pack Graham	3 Pack Graham
<b>Milk</b>	8oz -1% White Milk	8oz -1% White Milk	8oz -1% White Milk	8oz -1% White Milk	8oz -1% White Milk
<b>Wildwood Schools COVID-19 Emergency Closure Five Day Lunch Cycle Menu (repeatable)</b>					
	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
<b>Main</b>	Turkey & Cheese WG Bun	Uncrustable P B & J 2.6oz	Ham & Cheese WG Bun	Uncrustable P B & J 2.6oz	Turkey & Cheese WG Bun
<b>Vegetable</b>	Mini Peeled Carrots	Marinated Garbanzo Beans	Grape Tomatoes	Celery Sticks / Ranch	Sliced Cucumbers / Ranch
<b>100% Juice</b>	4oz Apple Juice	4oz Apple Juice	4oz Apple Juice	4oz Apple Juice	4oz Apple Juice
<b>Milk</b>	8oz -1% White Milk	8oz -1% White Milk	8oz -1% White Milk	8oz -1% White Milk	8oz -1% White Milk
<b>Fruit</b>	Fresh Whole Fruit Selection	Fresh Whole Fruit Selection	Fresh Whole Fruit Selection	Fresh Whole Fruit Selection	Fresh Whole Fruit Selection
<b>Hydration</b>	8oz Purified Water	8oz Purified Water	8oz Purified Water	8oz Purified Water	8oz Purified Water

Limiting factors:

- Access to the Margaret Mace and Wildwood High School and its facilities
- Staff availability of an effected non-quarantined Chartwells Staff
- No interruption in the food supply chain
- The ability to serve a reimbursable meal
- Security of the facilities

If I can be of further assistance to you, please contact me. It is a pleasure serving the Wildwood School District and I take the safety of our students and my staff very seriously.

Sincerely,

James Linnington; Director of Dining Services