

*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.
- The District will follow all CDC guidelines
- All employee entering the building will maintain social distancing and will wear mask and other PPE as required.
- **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.
    - Schedules will be developed for all students in grades 6-8 on a rotational schedule ensuring that no classes meet at the same time.
    - Guidance for work distribution and online instructional time is developed.
    - Dates were adjusted for the 3<sup>rd</sup> and 4<sup>th</sup> marking period
    - A new alternative grading system was developed and communicated to staff and families for the 4<sup>th</sup> marking period.
    - 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.

- **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
- Oversee remote /virtual instruction to implement IEP's to the greatest extent possible.
- Oversee and document IEP implementation and limitation using the RealTime student information system.
- Oversee that case managers follow-up with students and families via emails, phone calls, Google Meet, Zoom or any other approved form of communication.
- 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 a 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
  - At-Risk
  - On Grade Level
  - ESL classes will meet as schedule
  - Communication for ELL will be translated to Spanish when appropriate.
  - Individual arrangements will be made for families who do not speak English or Spanish at home.
  - ESL instruction will be differentiated according to the district's professional development as needed.
- 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.
- 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 the end of the school year.

- **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
  
- **School District Demographics**
- One school building
- Margaret Mace Elementary School located at 1201 Atlantic Ave. North Wildwood.
- The district serves 208 students
- 79 % of students are white
- 12% Hispanic
- 7% More than one race
- 1% African American
- 1% Asian
- 1 homeless student
- 5 ELL students
- 36 in district special education students
- 7 Speech only special education students
- The North Wildwood School district provides related services and CST services to two non-public schools in the municipality of North Wildwood. These schools have 25 special education students including 5 speech only.
- 7 out of district special education students.
  
- **Student Technology**
- All aspects of student technology will be overseen by Mrs. Donlan
- Mrs. Donlan will oversee the distribution, collection and organization of a district technology survey.

- The survey results will be organized and a plan will be developed to address the needs of devices, connectivity and the number of students in each household
  - Any student without connectivity will be provided with information regarding wireless hotspots throughout the City of North Wildwood.
  - Ipad's or laptops will be provided to all families in need of a device. These devices will be picked up at school or delivered to homes.
  - Collection of all devices will take place during the month of June.
  - School district administration will participate in professional development to address concerns of the Digital Divide.
- **Summer School / ESY**
  - Extended School Year will take place for out of district students at Cape May County Special Services School. Currently no in district students attend ESY.
  - Summer School and Enrichment Programs has been postponed until further notice.
- **Attendance**

Any day on which all students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day on which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9. Because such instruction is being provided, all students can be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such instruction during health-related school closures.

### **Custodial Operational Safety Plan RESPONSIBILITY**

Head Custodians are responsible for their specific sites in regards to safety; both with the sanitation/disinfection and physical plant. Head Custodians will ensure that all instructions outlined in this Safety Plan are followed and or corrected at their site of responsibility. If a Head Custodian is not on site then this responsibility falls on the Custodian that is on site. All maintenance systems will be monitored.

### **OPERATIONAL TIMELINE**

Operational hours are site specific depending on customer activity and emergency situations. Generally daily operations will be Monday through Friday and may include Weekends depending on emergency situations.

### **INSTRUCTIONS**

All custodial employees must:

1. Custodial Services employees must follow the procedures in this Safety Plan.
2. Follow all hand washing and personal hygiene standard operating procedures.
3. Follow all social distancing protocols: Attempt to work in separate paces within the site when possible and maintain a distance of approximately 6 feet from others when possible. No handshaking or physical touching – use other non-contact methods of greeting.
4. Wear gloves at all times.

**Note:** The above instructions are ALL critical control points. However, during any type of infectious disease outbreak proper personal hygiene and using gloves becomes even more important.

#### **INSTRUCTIONS For Head Custodians**

1. Inspect and ensure that staff are properly trained and are using proper disinfecting protocols for cleaning all potential transmission surfaces.
2. Ensure custodial equipment used is clean and disinfected.
3. Properly dispose of trash and disposable cleaning supplies.
4. Wash hands thoroughly once the job is completed and before heading home. Remember that your building keys, cell phone and or radio are additional areas of concern.
5. Follow-up as necessary.

#### **MONITORING**

1. Verify daily access to the building by users other than custodial staff.
2. Routinely clean and sanitize properly. This will be dictated by access and use of your facility.
3. Take corrective action as necessary.
4. Follow-up as needed.
5. Check and stock essential supplies as needed.

#### **CORRECTIVE ACTION**

1. Retrain any custodial services employee found not following the procedures in this Safety Closure Plan.
2. Assess fellow employees for signs of illness and report immediately to the appropriate personnel.

#### **VERIFICATION AND RECORD KEEPING**

Follow-up during the day to verify all requirements of this Safety Plan are being followed to ensure NWSD facilities remain a safe environment for all staff.

#### **QUESTIONS AND CONCERNS**

Please direct any questions or concerns regarding the District's social-distancing protocols to Mike DeMayo, Facilities Manager, at [mdemayo@mmace.com](mailto:mdemayo@mmace.com).



Christopher Armstrong, Superintendent at [carmstrong@mmace.com](mailto:carmstrong@mmace.com)

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**Board Approval**

Plan Approved by the North Wildwood School Board on May 18, 2020

**Updated:**

May 26, 2020