



# Brigantine Public School District

Glenn Robbins, Superintendent of Schools

301 East Evans Boulevard

Brigantine, NJ 08203

609.266.7671

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## Contact Information

Name of District, Charter School, APSSD or Renaissance School Project: Brigantine Public School District

Phone Number of Contact: 609-266-1599

Question	District Yes or No	County Yes or No
Does the plan include equitable access to instruction for all students?	X	
Does the plan include an overall demographic profile for your district, including student counts for state funded preschool, homeless, migrant LSE, Students with Disabilities, and English Language Learners (ELLs)?	x	
Does the plan ensure that all students, with their varied and age appropriate needs, are addressed through the plan?	X	
Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms?	x	
*Does the district's plan account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices?	x	

[illegible]



### Addressing Special Education Needs Plan Component 2

Question	District Yes or No	County Yes or No
Does the plan address the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	X	
*Does the plan address methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications?	X	
*Does the plan describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	X	
*Does the plan address procedures for virtual IEP meetings, evaluation and other meetings to identify, evaluate and/or reevaluate students with disabilities?	X	

### Notes on Component 2

### Addressing ELL and Bilingual Needs Plan Component 3

Question	District Yes or No	County Yes or No
*Does the plan include ESL and bilingual education to meet the needs of English Language Learners (ELLs)?	X	
*Does the plan contain how the district communicates with ELL families, including translated materials and directions?	X	
*Does the district's plan address alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges?	X	

### Notes on Component 3

**Safe Delivery of Meals Plan Component 4**

Question	District Yes or No	County Yes or No
*Does the plan contain how the district will provide continued safe delivery of meals to students?	X	

**Notes on Component 4****Length of Virtual or Remote Instructions Day Plan Component 5**

Question	District Yes or No	County Yes or No
*Is the virtual or remote learning plan designed to maximize student growth and learning to the greatest extent possible? <ul style="list-style-type: none"><li>Differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual and remote learning plans to maximize student growth and learning to the greatest extent possible.</li></ul>	X	

**Notes on Component 5**



**Attendance Plan Component 6**

Question	District Yes or No	County Yes or No
*Does the plan address attendance aligned to the district policy on including how the district determines whether a student is present or absent, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student?	X	
*Does the plan describe how the district is following up with the family when a student is not participating in online instruction and/or submitting assignments?	X	

**Notes on Component 6****Facilities Plan Component 7**

Question	District Yes or No	County Yes or No
*Does the plan contain an outline of how the building will be maintained throughout this extended period of closure?	X	

**Notes on Component 7**

**Summer Programming Plan Component 8**

Question	District Yes or No	County Yes or No
<p>*Does the plan contain a preliminary outline for the provision of summer services, including:</p> <ul style="list-style-type: none"><li>• Extended School Year (ESY) for students with disabilities including how ESY will be delivered</li><li>• 21<sup>st</sup> Century programs</li><li>• Assessment of credit loss or shortages for high school seniors and an initial plan to address credit recovery</li><li>• Assessments of learning loss and an initial plan for potentially addressing learning loss</li><li>• STEM or other programs using reallocated grant funds</li><li>• Title 1 extended learning programs</li><li>• Any preliminary plans for Class of 2020 graduation ceremonies</li></ul>	X	

**Notes on Component 8****Board Approval Component 9**

\*Is the plan board approved? ☒ Yes ☐ No

Enter Date (mm/dd/yyyy): 5/18/2020

**Notes on Component 9**

**Posted on Website Component 10**

\*Is the plan posted on the district/APSSD/Charter/Renaissance School Project Website? ☒ Yes ☐ No

Enter Date (mm/dd/yyyy): 5/19/2020

**Notes on Component 10****Posted on Website Component 11**

Question	District Yes or No	County Yes or No
*Does the plan contain a list of essential employees by job title? (can be an addendum)	X	

**Notes on Component 11****APSSD Applicable Only: Sharing Plans Component 12**

\*Was the plan shared with all sending districts? ☒ Yes ☐ No

**Notes on Component 12**



## **HEALTH RELATED SCHOOL CLOSURE PREPAREDNESS PLAN**

### **Section 1: Purpose of Health Related Closure Preparedness Plan**

1. The New Jersey Department of Education has provided guidance for school districts to use during this health related school closures.
2. This guidance stipulates that school districts who provide a program of "home instruction" to meet the educational needs of all students with equitable access to learning may count these days towards the mandated 180 school year requirement.

### **Section 2: Determination of School Closing**

1. The determination to close schools due to health related events will be made in consultation between the Atlantic County Health Department and Superintendent of Schools.
2. In emergent situations the closing of schools could be directed by the Federal or State government.

### **Section 3: Community Notification of Health Related School Closing**

1. The Superintendent in collaboration with the Atlantic County Department of Health will prepare written notification for the school community that will include the rationale.
2. The following modes of communication will be utilized:
  - a. Hard copies of the letter will be sent home with all students
  - b. Notification will be posted on the Brigantine Public School District Website
  - c. Notification will be posted on the Brigantine Public District Twitter Page
  - d. School Messenger Connect e-mail, voicemail, and text messages will be broadcast

### **Section 4: Notification to School Service Providers**

1. The School Business Administrator will notify Safety Transportation
2. The Principal will notify the Before and After Care Program
3. The School Business Administrator will notify Nutri-serve
4. The Director of Special Services will notify Spectrum Rehabilitation Services (SRS)

### **Section 5: Communications During Closing:**

1. Superintendent contact with the Atlantic County Health Department
2. Superintendent contact with the Atlantic County Department of Education
3. Administrative Team weekly ZOOM call, as well as daily texts/calls with Superintendent
4. Superintendent periodic calls with Board of Education as needed
5. School Messenger e-mail, text, and voicemail broadcasts to school community
6. Informational posting on Brigantine Public School District Website



7. Informational posting on Brigantine Public School District Twitter Page
8. All staff will have access to their e-mails via Google.
9. Brigantine City Hall Conference Call line, and/or ZOOM will be used for calls with Administrative Team, OEM, FD, FD, City Manager, Public Works, staff, Board of Education members, and for IEP meetings

#### **Section 6: Continuity of District Operations:**

1. Payroll will continue on schedule
2. Board of Education meetings will run remotely via Zoom as needed. The link will be published on the Brigantine Public School District Website and the Brigantine Public School District Twitter page
3. Essential employees will work as needed at the physical school building, and will work remotely to ensure safety of all.
4. Building and grounds is on a light schedule to ensure that operational items are monitored.

#### **Section 7: Home Instruction**

1. Flexible and equitable learning opportunities will be available via the following means:
  - a. Hard copies of learning packets sent home from school
  - b. Lesson links posted on Teacher Websites accessed via the Brigantine Public School District Website
  - c. Staff will use various applications of online learning with our students, which include, and are not limited to: Google Classroom, Flipgrid, Class Dojo, Remind, Zoom, Khan Academy, DXL, etc...
2. Lesson Plans will be differentiated in order to meet the needs of all students:
  - a. ESL / ELL
  - b. Special Education
  - c. 504 Plans
  - d. At-Risk
  - e. On Grade Level
3. The teaching staff will be available via e-mail, phone calls, Zoom, and other applications at designated times on a daily basis to answer questions from parents and students.
4. Attendance is taken and monitored by teaching staff and administration.
5. If a student is offline for reasons outside of IT, the school SRAO will visit the home.
6. IT services are available 7 days a week remotely, and physically.
7. IT is monitoring student/staff usage and collecting data as needed.
8. Working with the City of Brigantine for Internet Infrastructure.
9. Students will be able to submit lessons for grading online throughout the closure.
10. Lessons are asynchronous and recorded to ensure that all students have the opportunity to complete lessons.
11. Grading for the 4th Marking Period was converted to Pass/Fail.

#### **Section 8: Provision of Food Services**

1. Nutri-service will be providing boxed breakfast and lunches during the school closure, if required by New Jersey Department of Education, and Department of Agriculture.
2. Two secure locations off campus have been established in the event that we are unable to use our school kitchen.
3. All families will be surveyed to ascertain their interest in obtaining meals.



4. Meals will be distributed by administrative staff, and may be assisted by the Fire and Police Departments. Delivery will be via “grab and go” and/or non-contact drop areas on the properties of students.
5. Meals are available for all Brigantine children 18 years of age and younger.
6. Information for requesting meals and locations can be found on our district website.

### **Section 9: Athletics, Extra-Curricular Activities and Community Activities**

1. During school closings all athletic, extra-curricular and community activities (scheduled to be conducted in school facilities) are cancelled, as well as all field trips.

### **Section 10: Special Services Department Considerations**

1. Individual IEP and 504 Plans will be designed to meet each student's needs by providing materials and resources for continuity of services.
2. In the event of a prolonged closure, IEP meetings will be conducted via the Brigantine Public Schools Conference Line, and/or Google Hangout, and/or Zoom.
  - a. Case manager will moderate the call
  - b. Team members and parents will call-in
  - c. IEP will be sent electronically to the parents and mailed
3. Provision of Related Services:
  - a. The Special Services Department will document related services that are missed during the school closure
  - b. Missed related services will be made up via compensatory education upon school reopening and/or through the use of electronic communication or a virtual online platform, as appropriate, to the greatest extent possible.
  - c. Based on Guidance provided by the New Jersey Department of Education on April 1, 2020, related services will be provided through the use of electronic communication or virtual online platforms, as appropriate, to the greatest extent possible.
  - d. Staff members that provide related services will reach out to families directly to set up a schedule for the delivery of services to students.
  - e. Parents / Guardians will be notified electronically and in writing of the related services to be provided.
4. Teacher consultation with parents and students during school closure:
  - a. Special Education teachers will be available to consult with the parents of students with special needs during the school closure at designated times via the following telephone calls and / or e-mail.

### **Section 11: Teaching Staff Responsibilities**

1. Total School District Closure: (As determined by the Department of Health)
  - a. Teachers will work remotely to access school district network
  - b. Teachers will post link and resources for student assignments on Brigantine Public District Teacher Webpage
  - c. Teachers will be available to respond to student and parent questions via e-mail, phone calls, texts, Zoom and/or other applications during designated time each day
  - d. Teachers will maintain log of their daily teaching activities



2. Student Dismissal and staff allowed on site (As approved by the Department of Health)
  - a. Teachers will work in their classrooms
  - b. Teachers will not congregate (social distancing, no closer than 6 feet in proximity)
  - c. Teachers will post links and resources for student assignments on Brigantine PublicSchool District Teacher Webpage
  - d. Teachers will be available to respond to student and parent questions via e-mail, phone call, texts, Zoom, or other applications during designated time each day
  - e. Teachers maintain log of their daily teaching activities

#### **Section 12: School Facilities and Essential Personnel**

1. In accordance with the guidance from Atlantic County Health Department and the Center for Disease Control (CDC) wait at least 24 hours prior to cleaning and disinfecting school facilities after a school closure
2. Custodial staff will be provided with Personal Protective Equipment (PPE) and adhere to the protocols for cleaning hands after cleaning and disinfecting school facilities
3. Custodial staff will adhere to the protocols established by the CDC for cleaning and disinfecting school facilities
4. Custodial staff will utilize cleaning and disinfectant solutions recommended by the CDC
5. Essential Personnel - Food services, IT Director, SRAO, Principal, Custodial, Director of Curriculum & Instruction, Business Administrator, Superintendent, Administrative Assistants.

#### **Section 13: Determination to Re-open Schools and Notification to the School Community:**

1. The Superintendent of Schools will await for the NJ Governor to reopen the district.
2. The Superintendent of Schools will consult with the Atlantic County Health Department and schools will reopen following their approval
3. Approval of the Department of Education.
4. The school community will be notified 48 hours prior to the re-opening of the school district
5. Notification will be accomplished via the following:
  - a. Notification will be posted on the Brigantine Public School District Website
  - b. Notification will be posted on the Brigantine Public Schools Twitter Page
  - c. School Messenger Connect e-mail, voicemail, and text messages will be broadcast

#### **Section 14: Graduation/Promotion Ceremony**

1. Brigantine Public School District will conduct it's 8th graduation/promotion ceremony virtually for all Brigantine families.
2. If the opportunity comes for a physical graduation later in the summer, the district will follow those guidelines.

#### **Section 15: Summer Programming**

1. Extended School Year (ESY) for students with disabilities will be delivered virtually.
2. Title 1 extended learning programs/Summer Enrichment will be delivered virtually.
3. Math/Pre-Algebra/Algebra enrichment and assessments will be delivered virtually.
4. Assessments of learning loss and an initial plan for potentially addressing learning loss are still in process of being developed. We are awaiting further guidelines from NJDOE.
5. If in the event that guidance is provided from NJDOE and NJ Governor for physical schooling and/or hybrid structure, then we will adjust.

## **Section 16: School Closure Resolution**

1. The Administrative Team will meet to review the effectiveness of the Health Related School Closure Plan following the re-opening of school.
2. The debriefing will address the following:
  - a. Effective components of the plan
  - b. Parent and student surveys
  - c. Identify areas of the plan that could be improved
  - d. Revise the plan based on identified needs
  - e. Prepare a report for the Board of Education
3. The Superintendent will provide the findings of the report to the Board of Education and community

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	As per District Policy and NJDOE Status	Same duties as required by law and policies of NJDOE - <b>Working Remote</b>	9 Total
Maintenance	As per District Policy and NJDOE Status	Cleaning, Air Filter Changes, Air Scrubbing, Food Delivery Loading Dock - WHEN NEEDED/Volunteers Only	4
Custodial	As per District Policy and NJDOE Status	Cleaning, Air Filter Changes, Air Scrubbing, Food Delivery Loading Dock - WHEN NEEDED/Volunteers Only	Same 4
Technology	As per District Policy and NJDOE Status	Same duties as required by law and policies of NJDOE - Working Remote	1
Food Service Personnel	As per District Policy and NJDOE Status	Food prep, packaging, grab& go, delivery, cleaning, paperwork, communication with families- WHEN NEEDED/Volunteers Only	4
Teachers	Hours per day	Remote	Onsite
	24/7	ALL	0

\*\*\*This is a working document subject to revision per the NJDOE.