

White Township School District

School Health-Related Closure Preparedness Plan

March 2020

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DISTRICT-WIDE INSTRUCTIONAL PLAN

Declaration of Closure

The Chief School Administrator will take the written directive to close from the Warren County Department of Health in conjunction with the Warren County Department of Education. Once the written notice is received the Chief School Administrator will immediately notify the Board of Education and then the school community. If a written notification is not received by the Warren County Department of Health, the CSA will make the decision to close school in conjunction with the Department of Health's Office.

Communication will include:

- Email and telephone blasts
- Pick up locations and other pertinent information will be shared with parents and students via mass school-wide alerts and the District's website.
- Instructional staff will be responsive, at least daily, to emails from students and parents regarding instruction and progress. Lessons and classroom materials will be kept up to date and will provide timely feedback for assignments turned in digitally.
- Primary access to district employees should be done via district staff email. ([last name@whitetwpsd.org](mailto:last.name@whitetwpsd.org))

Staff will be available during a school closure to answer emails and provide feedback as necessary. If parents cannot communicate via email, then they should call the main office and their phone call will be directed accordingly.

Equitable Access to Instruction

1. Students that do not have technology to access assignments will be provided with hard copy materials.
2. In the event a school closure occurs without advance notice, administrative and support staff will be available at the school to distribute the materials needed to provide equitable access to instruction.
3. In the event a student is unable to access the Internet, the student will not be penalized for missed assignments and will be afforded reasonable time to make up work upon return to school.

Special Education

1. Students with IEPs and 504s will be provided with necessary modifications and accommodations to continue learning remotely. Parents who feel their child's modifications are not appropriate, should reach out to their child's special education teacher.
2. Students who receive related services will also have activities to complete in their packets.

3. Teachers will continue to provide modified coursework and materials to all students who qualify.
4. Students requiring extended time for assignments will be given extended time.

Delivery of Instruction

1. In the event our District is forced to close because of a health-related concern, the District buildings will deliver instruction remotely on a daily basis, Monday through Friday.
2. Teachers will provide instruction through a variety of platforms. Choice of delivery will vary based on the individual staff member, content area, and age-appropriate material. Resources include but are not limited to: hard copies of texts, workbooks, and novels (when appropriate), online resources, accessing school work via Google Classroom, student and staff email, and faculty websites.
3. To access teacher's learning plans, parents or students should visit teachers' websites. Teachers' websites will have a link titled "Remote Learning." Click on this link to access the learning plan. If you are unable to access the learning plan via the Internet, then please contact the main office.
4. Collection and assessment of materials will vary based on grade level. Any teacher that has access to Google Apps for Education will be able to track assignments, communicate between teacher and student/parents, etc.

Services

1. The guidance counselor will be available via email to provide resources for families with specific needs. If you cannot communicate via email, then please contact the main office and your phone call will be directed accordingly.
2. Case Managers will be available via email to provide resources for families with specific needs. If you cannot communicate via email, then please contact the main office and your phone call will be directed accordingly.
3. Free and reduced lunch students will be provided a daily lunch, which can be picked up at the White Township School's main office between 8:00 - 9:00 a.m.

District Preparedness Committee

William Thompson, Chief School Administrator

Gary Hutchison, Teacher in Charge

Justine Mahon, School Nurse

David Harting, Lead Custodian

Ryanne Bigelli, Director of Special Education

Ingrid Scott, Administrative Assistant

Contacts

New Jersey Department of Health 800-367-6543

Warren County Health Department 908-475-7960

William Thompson, CSA 908-475-4773