



LINDEN PUBLIC SCHOOLS
RESPECT FOR DIVERSITY - EXCELLENCE IN EDUCATION - COMMITMENT TO SERVICE

Emergency School Closure Preparedness Plan

Our District

The Linden Public School district serves a total of 6461 students enrolled in eight elementary schools, two middle schools and one high school.

6% of our youngest learners are enrolled in our full day Pre-Kindergarten which provides both general education and special education students with high quality instruction. Our student population is comprised of the following:

Asian	2.5 %
Black/African-American	34.2%
Hispanic	44.3%
American Indian/Alaskan Native	.02%
Multi-Racial	.24%
Hawaiian Native/Pacific Islander	.02%
White	18.1%
Economically Disadvantaged	57%
English Language Learners	9%
Special Education inclusive of Pre-K and Speech Only	18.8%
Homeless	.06%

Instructional Services

All students in grades 1-12 are 1:1 with an iPad or laptop

Grades PreK-5

- All assignments for students in grades PreK-5 will be delivered through the use of textbooks and consumable materials that will be sent home and will be available on our website if needed.
- All students in grades 1-5 will utilize their iPads to enhance their home instruction and continue virtual learning through the use of apps and various learning platforms.
- Webpage will be updated as needed: http://www.linden.k12.nj.us/?page_id=12451

Grade 6-12

- All assignments for students in grades 6-12 will be delivered utilizing our learning management system *Canvas*, and other various online resources.
- Teacher will be updating the assignments and online resources as needed.

All instruction will be differentiated in order to meet the needs of ALL of our students:

- ESL/ELL
- Special Education/504
- At-Risk
- On Grade Level
- Gifted and Talented

Special Education

- Elementary Resource Room, LLD, and In-class Support Teachers, and BD

Teachers will modify the instructional lessons for their grade by using Canvas to post the modifications to the grade level activities, as well as, send home packets with the modifications. Teachers will also create a Quizlet for each topic to assess student understanding.

- Elementary Autistic, Preschool Disabled, and Multiply Disabled Teachers

Parents will be provided with student log on credentials so they can access the student portal where they can engage with educational activities to support/maintain skills they are learning. When students log on and engage with these activities a graph is generated to illustrate their performance across each session. Teachers will review these graphs to assess student performance and provide feedback to parents that need support. Teachers will change these activities weekly, as necessary.

- Speech Therapists

Therapists will send home a packet of speech activities that parents can use with their children. The therapists will also send home a list of apps that students can use independently to practice skills. Included in the packet will be a checklist for parents to fill out so the therapist can assess progress and provide feedback to the parent. Parent will have the option to send these checklists to the therapist via district email.

- OT/PT

Therapists will be contacting parents through email to provide activities. Included in the packet will be a progress checklist for parents to fill out so the therapist can assess progress and provide feedback to the parent.

- Secondary Resource, LLD and In-class Support Special Education

Those with internet access will get their work through Canvas. Those without internet will be receiving packets.

- MD/Autistic Teachers

Teachers will send work packets home with students that are appropriate for their grade level. Teachers will use the Remind App to keep in contact with parents if necessary.

- Out of District Students

In accordance with their placement, parents will receive packets from the Out of District school their child attends.

- CST and Transition Coordinator

Child Study Team members will use Google Hangout to coordinate and conduct meetings.

- Behaviorist

The Behaviorist will support teachers by assisting them with Rethink activities.

Students without internet at home will be provided with printed resources and access to previously downloaded material.

Counseling Services

Our Counselors and Social Workers will be available via email and phone for students in need during school hours. This will be communicated to parents, students and be posted on our website.

Food Services

Pomptonian will be providing a breakfast/lunch bag for students at two locations between the hours of 11:00 am – 1:00 pm:

- School 2 – Main Entrance on 17th Street
- School 5 – Rear Lot on Curtis St.
- Linden High School – Gym Lobby Entrance on Ainsworth Street

Technology Assistance

A Technology Helpline has been set up to assist parents, staff and students with any technology issues. It is monitored all day, everyday, and there is a live chat option available through our website.

Essential Personnel & Duties

3	Central Office Administration	Oversee all the processes and personnel of the school district throughout the duration of time that the Emergency Preparedness Plan is in effect
20	Principals/Vice Principals	Responsible for delegation of duties to certificated staff and the monitoring of students. Remain in contact with families, review daily reports of staff and address concerns that arise. On call to central administration. Promote the positive through social media.
22	Directors/Supervisors	Responsible for delegation of duties to certificated staff and the creation of lessons for all grade level. Provide resources for teachers, review daily reports of staff and address concerns that arise. On call to central administration.
645	Certificated Staff	Day-to-day virtual instruction utilizing iPads and laptops, various learning platforms. Monitoring student attendance, assessment of student work, lesson planning and daily reflections. Wellness checks to families, continuation of IEP meetings, and daily clerical tasks done remotely. Promote the positive through social media.
10	Technology Technicians	Remote support of 6000+ devices
51	Secretaries	Remain in contact with immediate supervisors and complete clerical tasks as needed.
74	Custodians/Maintenance	Remain in contact with the Supervisor of Maintenance and remain on call to district facilities as needed.
118	Paraprofessionals	Daily check-ins with partner teacher(s) and completion of reading/trainings as provided. On call to principals.
142	Part-Time Aides	Daily check-ins with partner teacher(s) and completion of reading/trainings as provided. On call to principals.
7	Crisis Intervention	Daily check-ins with principal and completion of reading/trainings as provided.
3	Class III Officers	Assist with daily lunch distribution.
8	Food Service	Prepare and serve lunches for three grab and go locations daily.

Supporting Documentation for Plan Component Questions

Question 2

Does the plan include adapted materials and assignments to meet the students needs?

Yes. Teachers are providing students with supplemental materials, such as websites, in conjunction with modifying curriculum materials that have been posted in their lesson plans. Teachers are making necessary accommodations in accordance to student IEP's in their lessons. Teachers are asking parents to upload pictures of student work so they can assess their learning and provide support to parents on how to remediate any difficulties. Teachers are also using Seesaw and Think Central, two district learning platforms, that allow teachers to create individual assignments that assess the proficiency of the learning objectives. Teachers have also been required to hand in daily forms, which are essentially lesson plans, that are reviewed by the building principal or supervisor to ensure that curriculum materials are being individually modified.

Does the plan prepare for how evaluations, IEP reviews, eligibility meetings and reevaluation meetings, will be rescheduled?

Yes. At this time, IEP and Eligibility meetings are being conducted through Google Hangout unless a parent requests a face to face meeting. In the event the parent requests a face to face conference, the meeting will be rescheduled upon the opening of school. Initial and re-evaluation meetings have been planned, however, they will be revised upon the date that school begins. Initial evaluation and re-evaluations will follow the 20 day/60 day timeline upon return from school, unless other guidance has been provided to the district through the Department of Education.

Does the plan include communication with parents, including those of students in out-of-district schools and contracted providers, in their native language?

Yes. All communications that are distributed by the district will be sent home in the native language listed in Genesis.

Does the plan consider the needs of students who are medically fragile?

Yes. Students have been provided educational activities from their out-of-district school. All services will continue upon return from school and the IEP team will decide if compensatory services are needed on a case to case basis.

Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be determined?

Yes. At this time, OT/PT/Speech have provided parents with packets of information and activities to complete at home. District speech therapists have been required to reach out to parents and ask about the progress of activities twice a week. District Speech Therapists are asking parents to keep a running log of any difficulties their child is facing so they can be addressed upon return to school.

Does the plan include communication with out-of-district schools where district students are attending including what will happen if the district is closed and the school is not?

Yes. If the district is closed, the student will remain on home instruction until the sending district is open. In addition, the district will follow the guidance of the Department of Education.

Does the plan consider transportation for students attending out-of-district schools and when and how to inform vendors if schools close?

Yes. The district will call the vendors to inform them that the schools are closed.

Question 3

SFA Name: Linden Board of Education

Agreement #: 03602660

Date Meal Distribution will begin: 3/16/20

Date Meal Distribution will end: Until further notice

Schools/Site where distribution of meals will take place: School 2, School 5, Linden High School

Meals to be claimed for reimbursement per day: 2

All meals will be distributed by our food services company, Pomptonian Food Services. Pomptonian staff will pass out lunch to students in a grab and go process. A breakfast and lunch bag is being served with milk and juice. Tallies are kept each day for students receiving lunch for our 3100 eligible students. Food is prepared at a central cafeteria location at Linden High School and is transported to the other school locations.