HEALTH-RELATED CLOSURE PLAN

HAMBURG SCHOOL

30 Linwood Avenue
Hamburg, NJ 07419

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Emergency Contacts

New Jersey Department of Health	800.367.6543
Sussex County Health Department	973.579.0570
Hamburg School	973.827.7570 x. 200
Kimberly Sigman, CSA	973.827.7570
Bill Sabo, Interim Business Administrator	973.827.7570
RJ Baumgartner, Vice Principal	973.827.7570
Louise Murphy, Admin. Assistant	973.827.7570
Mary Brady, School Nurse	973.827.7570

Remote Learning

- Teaching staff continue to prepare lesson packets in hard copy that are distributed to students and made available for parent pick up at the school
- Instructional practices are differentiated to meet student needs, whereas, teaching staff engage in daily communicative instruction (via Zoom, Google Meet, and Class DoJo) with modification supports as indicated in the student's IEP
- Students are asked to hand in assignments for review and grading using the class instructional platform
- Some activities include internet-based assignments; however, completion is contingent on internet connectivity at home; alternative assignments are provided to students if needed
- **Pre-K – Grade 2**
  - ✓ Students are instructionally engaged daily with certified teaching staff via a BOE approved instructional platform
  - ✓ Teaching staff monitor progress of student work daily
  - ✓ Teaching staff are available to support individual student needs and connect with the student/parent via grade specific delivery platform
  - ✓ Hard copy materials are made available (upon request) for parent pick up
  - ✓ Special education modifications, including alternative assignments/modifications in varied format, are provided as warranted.
  - ✓ Parental communication and participation is ongoing on a daily basis
- **Grade 3-5**
  - ✓ Students are instructionally engaged daily with certified teaching staff via a BOE approved instructional platform
  - ✓ Teaching staff monitor progress of student work daily

- ✓ Teaching staff are available to support individual student needs and connect with the students via grade specific delivery platform
- ✓ Hard copy materials are made available (upon request) for parent pick up
- ✓ Special education modifications, including alternative assignments in varied format, are provided as warranted.
- ✓ Parental communication is ongoing on a daily basis
- ✓ Instructional staff continue to monitor and support any changes in connectivity

- **Grades 6-8**
  - ✓ Students are instructionally engaged daily with certified teaching staff via a BOE approved instructional platform
  - ✓ Access to login credentials for all online learning portals has been provided to students and parents for ease of access
  - ✓ Students who experience lack of device issues are provided a school issued Chromebook for instructional use
  - ✓ Teaching staff monitor progress of student work daily
  - ✓ Teaching staff assign individual student support times to meet the needs of all learners
  - ✓ Students meet individually with teachers weekly to assess their learning and ongoing grading of assignments
  - ✓ Parental communication is ongoing on a daily basis
  - ✓ Instructional staff continue to monitor and support any changes in connectivity

Students

- Student attendance is based on instructional engagement, assignment completeness, and via teacher daily attendance procedures
- Lack of participation is handled through supportive administrative phone calls to parents
- The office staff also monitor student absences daily via call in procedures for ill students
- Student attendance is documented in the school Student Information System
- Grading continues to be handled in the same manner as prior to school closure
- Assignments are due upon completion with soft timelines
- All 2019-2020 extracurricular activities and field trips have been cancelled as a result of a pandemic outbreak
- Special education modifications, including alternative assignments in varied format, are provided as warranted.
- The school's guidance counselor and psychologist support students through the delivery

of social/emotional supports

- Hamburg School will offer the extended year program remotely from July 6-30 on Mondays through Thursdays from 8:30 AM – 11:00 PM. The ESY program is designed to meet the individual needs as specifically as possible.
- Grade 8 Graduation ceremony is planned as a pre-recorded ceremony to be shared with the community via remote platform on June 18th @ 6 PM

Staff

- Staff utilize a sign in procedure established by Administration via a Google document provided daily
- If a staff member falls ill, the administration will serve as instructor for that given grade/content area until the staff member is able to assume instructional duties
- Staff are engaged in weekly support group meetings with administration where the focus is on technology/subscription needs, hard copy materials distributions, and social/emotional support
- Special education and Special Services staff keep logs of date/time that connections are made with special education students and parents
- Detailed logs are kept to note all related services being provided to students and meetings held with parents
- All staff connectivity logs are provided to administration for review

Nutritional Services

- School meals are delivered with scheduled student/family pick up dates that occur every Monday and Wednesday
- Meal (breakfast/lunch) pick up has been made available to all Hamburg School students
- Pick up dates are: May 4, 6, 11, 13, 18, 20, 27 and June 1, 3, 8, 10, 15, 17
- Pick up location is the Middle School entrance to Hamburg School (30 Linwood Avenue Hamburg, NJ 07419)
- A need to provide survey is posted on the school's website for parents/guardians to indicate number of lunches needed
- Nutritional services are provided to students pre-qualified to receive free or reduced lunch accommodations. McKinney-Vento eligible students will receive nutritional services.

Demographics

- District Factor Group - DE
- Population (2019-2020) – 257
- Grade Configuration – Preschool (3 & 4 YRS): Half & Full Day; Kindergarten – Grade 8
- Gender - 122 Female/135 Male
- Special Education – 43
- Ethnicity – Asian (5%), Black (11%), Hispanic (10%), White (74%)
- Student:Teacher – 11:1
- Budget (2019-2020) - $7,172,743

List of Essential Employees	Role of Employee	Duty/Work Stream	Number of Essential Employees
Teachers	Instruction	Design guided learning experiences; interacting with students; assessing student progress	Working remotely; 10-20 hours per week of guided learning experiences
Administration	Managing school operations	Interacting with staff, students, parents, and community members; handling mail and deliveries; organizing meal delivery; processing personnel & business services	Working remotely; onsite approximately 3 days per week; administrative staff do have access to email and voicemail
Secretarial	Managing office tasks	Handling mail; processing business services	4 employees; working remotely and/or onsite 2-5 days per week
Custodial	Cleaning facilities	Maintain the cleanliness of buildings	4 employees; working 7 AM – 2 PM daily
Food Services (Maschio)	Meal Service Distribution	Receiving delivery and distribution of food each Monday and Wednesday	

New Jersey Department of Education
Checklist for School Health-Related Closure Plans (Updated 5.4.20)

On March 16, 2020, Governor Phil Murphy signed Executive Order No. 104 (EO 104), implementing aggressive social distancing measures to mitigate further spread of COVID-19 in New Jersey. Among other directives, Governor Murphy's Executive Order indefinitely closed all public, private, and parochial preschools and elementary and secondary schools to students beginning on March 18, 2020. Executive Order No. 107, signed on March 21, 2020, superseded EO 104 and continued the necessary closure of all schools. As detailed in guidance issued by the New Jersey Department of Education (NJDOE) on March 5, 2020 and supplementary guidance issued on March 13, 2020, in order to count days during this closure period toward the statutory requirement to provide public school facilities for 180 days, school districts, charter schools, renaissance school projects and Approved Private Schools for Students with Disabilities (APSSD) were required to develop school health-related closure preparedness plans. These plans were designed to address continuity of critical school services such as remote instruction, special education and related services, and nutrition benefits. As a guidepost for districts in developing remote instruction plans, the NJDOE cited its regulations regarding home instruction due to a temporary or chronic health condition (N.J.A.C. 6A:16-10.1).

Requirement to Update the District, Charter, Renaissance and APSSD Public Health-Related School Closure Plan as of May 4, 2020

On May 4, 2020, Governor Murphy announced that all New Jersey school buildings would remain closed for in-person instruction for the remainder of school year 2019-2020. Private schools with longer academic years will remain closed until at least June 30, 2020. To ensure that New Jersey students continue to receive high quality, standards-based instruction through the end of the school year, and to provide appropriate transparency, each school district**,** charter school, renaissance school project and APSSD **must update and post to its website its school health-related closure preparedness plan**. Pursuant to P.L. 2020, c.27, the revised plans must be approved by the district board of education or board of trustees.

Checklist for School Health-Related Closure Plans (Updated May 4, 2020)

*Denotes the required updates/revision/additions to existing plans. Any other component of the existing plan can be updated as appropriate.

Contact Information

County:

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

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Lead:

Phone Number of Contact:

Equitable Access to Instruction Plan Component 1

Question	District Yes or No	County Yes or No
Does the plan include equitable access to instruction for all students?		
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)?		
Does the plan ensure that all students, with their varied and age appropriate needs, are addressed through the plan?		
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?		
*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?		

Notes on Component 1

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?		
*Does the plan address methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications?		
*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?		
*Does the plan address procedures for virtual IEP meetings, evaluation and other meetings to identify, evaluate and/or reevaluate students with disabilities?		

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)?		
*Does the plan contain how the district communicates with ELL families, including translated materials and directions?		
*Does the district's plan address alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges?		

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?		

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? • 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.		

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?		
*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?		

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?		

Notes on Component 7

Summer Programming Plan Component 8		
Question	**District Yes or No**	**County Yes or No**
*Does the plan contain a preliminary outline for the provision of summer services, including: • Extended School Year (ESY) for students with disabilities including how ESY will be delivered • 21st Century programs • Assessment of credit loss or shortages for high school seniors and an initial plan to address credit recovery • Assessments of learning loss and an initial plan for potentially addressing learning loss • STEM or other programs using reallocated grant funds • Title 1 extended learning programs • Any preliminary plans for Class of 2020 graduation ceremonies		

Notes on Component 8

Board Approval Component 9

*Is the plan board approved?   Yes   No   Enter Date (mm/dd/yyyy):

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):

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)		

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