



**New Jersey Department of Education (NJDOE) Checklist  
for Emergency Preparedness Plans**

New Jersey Department of Health (NJDOH) guidance identifies school closure as a potential strategy to limit transmission within a community. In the event that a district or charter school, in collaboration and consultation with its local health agency, determines that it is in the best interests of students and staff to close individual schools or the entire district, the district or charter school may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by [N.J.A.C. 6A:1610.1](#) and may include direct services, online instruction, services provided through contract with another district board of education, and/or any other means developed by the district to meet the needs of all students in the district. Any day in which all students impacted by a public health-related school closure have access to home instruction services provided in alignment with this guidance will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in [N.J.S.A. 18A:7F-9](#).

<b>County</b>	Atlantic
<b>District</b>	Northfield City School District - Revised
<b>Chief School Administrator/ Charter Lead Name</b>	Pedro P. Bretones
<b>Phone Contact</b>	(609) 407-4000

<b>Plan Component Question 1</b>	<b>Mark Yes or No</b>
Does the plan include equitable access to instruction for all students?	Yes
Does the plan include an overall demographic profile for your district, including students counts for state funded pre-school, homeless, low socioeconomic (LSE), Students with Disabilities, and English Language Learners (ELLs)?	Yes
Does the plan ensure that all students, with their varied and age-appropriate needs, are addressed through the plan?	Yes
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?	Yes

**Notes on Question 1**

In the event that it becomes necessary for the Northfield City School District to preemptively or reactively close the schools, the following plan will be in effect:

Central Office:

- The Coordinator of Technology will provide a District laptop to identified staff as needed.
- The district payroll system vendor will be contacted by the Business Administrator to ensure off-site access to the payroll system is operational.
- The payroll clerk will maintain a log of all necessary passwords to perform the necessary payroll process remotely.

Instructional Continuity Preschool through Eighth Grade:

The lessons for a prolonged absence from school are developed to provide students activities that support the fundamental elements of instruction covered to the point in which the academic year has been interrupted. The activities are designed to provide opportunity for review of content as well as extension of learning. All lessons are developmentally appropriate to allow students to independently engage in age appropriate activities while away from school in the respective content areas.

- Grades K-8 will generally use worksheets/packets for their daily learning engagements. These worksheets/packets will be available in hardcopy and through Google Classroom, as available. Google Classroom may also provide pre-recorded lessons, screencasts, email instructions, and video supplements to support the worksheets/packets.
- Academic maintenance lessons should be prepared for each subject/content area:

Grade	Topic	Time (approximate)
PK	Thematic activities	Varies
K-2	Content Areas	45 minutes total per day (cumulative)
3-4	Content Areas	75 minutes total per day (cumulative)
5-8	Content Areas	90-120 minutes total per day (cumulative)

- Lessons should review previously learned standards. Introduction of new content is acceptable, but may need to be retaught upon a return to school.
- Extension activities may be provided through online resources such as IXL, Khan Academy, Brain Pop, or other online supports.
- Related Arts teachers should provide activities for students who they currently have in their classes at the time of the closure.
- Related services (i.e. Speech, OT, PT, Counseling, etc.) should provide activities and lessons for students in their caseloads.
- Teachers should indicate their preference for the return of work during the closure. This should be communicated to the students/families through email or other technology enhanced communication system (i.e. Remind, Google Chat, etc.).
- Packets must be submitted to the main office by: Friday, March 20, 2020

Demographic Profile:

- State funded pre-school students: 70
- Homeless: 1

- Low Socioeconomic: 214
- Students with Disabilities: 199
- English Language Learners: 23

Expectations for Staff During a Closure:

- Packets/Assignments will be submitted to the main office and created on Google Classroom.
- Email – Staff must be available to check their email, at a minimum, two times throughout the day (Once in the morning 9:30-10:30 and once in the afternoon 1:30-2:30). This will be a means to communicate with administration and families.
- Staff should plan for our return to school, taking into account time for students to review any newly presented material.

What You Can Expect from Administration:

- Technical support will be available and provided to the extent that it can be delivered remotely.
- Technology devices will be made available to staff and students who do not have access to the extent possible.
- Administration will send a weekly communication to staff through email or school mass phone system.
- Administration will send a weekly communication to the community through email, text, social media, or global phone messages.
- Meetings will be held upon the return to school to assist in the reopening process.

Plan Component Question 2	Mark Yes or No
<p>Does the plan address the provision of appropriate special education and related services for students with disabilities?</p> <p><b>Suggestions for consideration:</b></p> <ul style="list-style-type: none"> <li>• Does the plan include adapted materials and assignments to meet student needs?</li> <li>• Does the plan prepare for how evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings, will be rescheduled?</li> <li>• Does the plan include communication with all parents, including those of students in out-of-district schools and contracted providers (e.g., Head Start and private preschool providers), in their native language?</li> <li>• Does the plan consider the needs of students who are medically fragile?</li> <li>• Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be determined?</li> <li>• 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?</li> <li>• Does the plan consider transportation for students attending out-of-district schools and when and how to inform vendors if schools close?</li> </ul>	<p>Yes</p>

Notes on Question 2
<ul style="list-style-type: none"> <li>• Coordination of services will be handled by the Superintendent, the Coordinator of Special Education, the Child Study Team, and individual case managers.</li> <li>• Parents will receive information from the individual case manager identifying the services and delivery methods that may be provided.</li> <li>• Staff lesson plans will include accommodations and modifications per students Individualized Education Plans.</li> <li>• Related services (Speech, OT, PT, etc.) staff will provide recommendations for activities that students may engage in during the closure.</li> <li>• Compensatory services for any missed therapy during the closure will be provided upon a return to school.</li> <li>• Parents may be asked to provide a waiver for staff to be absent from meetings during the closure.</li> <li>• Meetings will be conducted remotely through Google Meet with participation upon availability, but always with at least the minimum required attendants to satisfy special education code requirements. Parents may be asked to consent to extend meeting deadlines and/or reschedule meetings originally scheduled during the closure if they are not agreeable to conduct the aforementioned remote meeting plans.</li> <li>• All communications will be provided in the families' native language as directed by special education code.</li> <li>• Communication with out-of-district schools will be coordinated by the Northfield City out-of-district case manager. In the event that an out-of-district school in which one of our students attends closes, the out of district case manager will coordinate with the out-of-district school to ensure that the plan meets the needs of our student's IEP. The out-of-district case manager will</li> </ul>

be sure to communicate with transportation services in effect at the time of the closure to ensure they are aware of when transportation services are to cease and commence.

- Case managers for medically fragile students will coordinate with health care provider vendors to ensure continuity of services as appropriate.

**Plan Component Question 3**

**Mark Yes or No**

Does the plan address the provision of school nutrition benefits or services for eligible students?

Yes

**Notes on Question 3**

Per the New Jersey Department of Agriculture, Districts should provide the following information in their plan so it can be passed on to the New Jersey Department of Agriculture in the event the pending waiver request before the United States Department Agriculture is granted:

SFA Name: Northfield City School District

Agreement #: 00103720

Date Meal Distribution will begin: March 16, 2020

Date Meal Distribution will end: March 30, 2020 (subject to change)

Schools/Site where distribution of meals will take place: Northfield City School District

Meals to be claimed for reimbursement per day: 16 meals per day (subject to change)  
(up to two meals, or one meal and one snack, per child per day)

Please outline the SFA's method(s) for meal distribution, including meal content and meal counting and claiming procedure. If the SFA plans to provide meals for multiple days, please outline the plan below. Include how all food safety requirements will be met.

- Families who qualify for free and reduced meals will be provided meals during the closure as directed by the New Jersey Department of Education.
- A hard copy list of the qualifying families will be provided to Nutri-Serve, the district's food service provider.
- Nutri-Serve will continue to provide meals containing the USDA and NJDA recommended nutritional requirements in a manner consistent with existing safety requirements.
- The list will include: the student's name, grade level, address, parent/guardian name and contact information, and any food related allergies.
- The district will coordinate with Nutri-Serve to provide acceptable non-perishable bagged meals that may be picked up by qualifying families.

- The district will provide qualifying families with detailed information specifying the time and location of the meal pick-up.
- The district will make alternate arrangements for qualifying families who are unable to pick up meals due to limited access to transportation.