Lacey Township School District

School Health-Related Closure Plan
May 2020

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Lacey Township School District District Essential Team to Ensure Continuity of Operations

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Introduction

These plans have been developed by the Lacey Township School District Essential Team to be used in the event of a health related school closure ordered by the State of New Jersey Department of Health, the Ocean County Health Department, and/or other relevant agencies.

Mitigation

Mitigation efforts are implemented to reduce potential risks related to specific health issues associated with influenza and coronavirus (COVID-19) and/or any other communicable diseases as identified by the State of New Jersey Department of Health and the Ocean County Health Department.

The Lacey Township School District implements cleaning protocols that arrest bacteria and viruses associated with the common cold, influenza, and various strains of coronavirus including the most recently identified strain, COVID-19. We continue to maintain enhanced daily cleaning and sanitizing procedures at all of our schools, including disinfecting all door knobs, desks, bathroom fixtures, and other frequently shared items. In addition to the school district's regular cleaning regime, the transportation department has implemented daily cleaning of bus seats using products that kill such viral and bacterial cells on contact.

These plans are in accordance with the Lacey Township School District policies, as well as, guidelines established by the Centers for Disease Control (CDC), the New Jersey Department of Health and the New Jersey Department of Education.

Communication

In the event of a school and/or district closure under the direction of the Ocean County Health Department and/or a State Department of Health agency, the Lacey Township School District will contact parents of Lacey Township School District students and implement the district's *Health Related School Closure* Plan.

Response

When vaccines and treatments are not readily available to combat emerging illnesses, non-pharmaceutical interventions (NPI's) will be applied. Various NPI's responses may be implemented during a health pandemic. These actions may include but are not limited to:

1. Early dismissal
2. Cancellation of field trips
3. Cancellation of sporting events
4. Cancellation of social events
5. Short-term school closure
6. Long-term school closure

In the event of a health-related school closure, the Lacey Township School District has developed, and will implement, an action plan for the continuation of learning. This plan is based upon a distance learning model of instruction that employs learning management systems including, but not limited to, lesson packets, Google Classroom, Canvas, and our local cable network WLTS TV21.

Recovery

During the recovery process each school crisis team will convene to debrief. In addition, staff members will be informed of procedures and directives from agencies including the New Jersey Department of Education, Ocean County Health Department, and Centers for Disease Control. Potential resources may include:

1. Counseling services
2. Family contact and support services
3. Vaccination services
4. Monitoring of any staff and student affected by the crisis event
5. Implementation of normal daily routines as soon as possible

In addition to recovery processes related to counseling and health services, Lacey Township School District will also implement an instructional recovery system focusing on content that was delivered during the distance learning phase of response. Students will have the opportunity to review the content that was delivered during the response phase to mitigate any learning gaps that have potentially occurred and can be addressed through additional instruction.

This plan for a health related school closure is based on a holistic approach in nature and one that focuses on the health, safety, and well being of students and staff. In addition, the plan addresses the importance for the continuation of learning opportunities and the implementation of the district curriculum as related to the New Jersey Student Learning Standards.

Roles and Responsibilities

Superintendent
- Maintains authority over ALL pandemic or crisis management plans.
- Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
- Plans for cross-training for "core" and "essential" jobs.
- Will promote faculty/staff physical and mental well-being.
- Communicates with the media and parents. Guides administration in the communication process.

School Business Administrator
- Monitors and maintains the following departments prior to and during any emergency: Business Office/Payroll, Facilities (Buildings and Grounds), Food Service, and Transportation.
- Plans for cross-training for "core" and "essential" jobs.
- Assures clean and sanitized buses and drivers that are free of illness. Secures plans to transport
- Develops a continuing nutrition plan.

Supervisors of Curriculum and Assistant Superintendent of Curriculum and Instruction
- Maintains academics and student learning.
- Ensures that instructional materials aligned with the New Jersey Student Learning Standards will be made available and designed to support student learning for up to two weeks.
- Ensures hard copies of material are made available to those in need PreK-12.
- Ensures on-line learning materials are made available PreK-12.
- Provisions will be made for students who do not have access to a technology device or Internet at home.

Director of Special Education
- Identifies students' special needs.
- Maintains a confidential roster.
- Builds on current accommodations, \modifications, and services.
- Works with supervisors and teachers to ensure assignments are accessible by all students.
- Informs and trains adults as needed
- Coordinates with the Superintendent School Business Administrator to assure necessary medical supplies and assistance are available.
- Communicate as necessary with the Superintendent, the school physician, and the County and State health officials.
- Monitors both student and staff absences, provides proactive health education, and assists the District in altering the pandemic management plan as necessary.
- Maintains a list of staff members with specialized training or skills (CPR, AED, First Aid, EPI Pen, EMT, etc.) in the nurse's office. The list will be updated annually.

Educational Facilities Manager
- Takes appropriate measures to minimize, to the greatest extent possible, the risk of viral transmission in the school facilities with vigorous cleaning policies and practices which include (but are not limited to) on a daily basis:
  - Filling of soap and hand sanitizers
  - Ensuring all paper towel holders are filled and functioning at all times
  - Sweeping and wet mopping of all floors
  - Vacuuming of rugs
  - Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railings, stairwells, and writing tools
  - Cleaning and sanitizing of bathrooms - toilets, sinks, walls, floors
  - Cleaning and sanitizing of cafeterias - kitchen, tables, chairs, food lines
  - Cleaning of vents
- The Educational Facilities Manager, with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.

Director of Food Service
- Maintains the food service environment including serving stations, food storage areas, and food preparation areas. Ensures servers are free from illness.
- Provides a contingency for the continued provision of food for free and reduced breakfast and lunch students.
- Coordinates with Transportation Department for delivery of free and reduced student breakfast and lunch

Supervisor of Information Technology
- Provides a personal electronic device (e.g. Chromebook, iPad, etc.) to any student who needs a device to complete online work at home. The parent of any student who needs a device would contact their child's school to request a device or will be contacted by the child's school based on the technology access survey. The parent and child would complete the acceptable use agreement below in exchange for receiving the device.
- Students will keep the device until they have reported back to school.
- record of all loaned devices shall be maintained by the Principal in conjunction with the IT department.

General Education, Special Area and Special EducationTeachers
- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.
- Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
- In the event of remote learning, teachers will be expected to monitor their email and respond accordingly.

- Teachers will be responsible for replying to emails, grading work turned in electronically and providing feedback on work submitted.
- Keep a daily log of the tasks they worked on and approximate times each task took. Staff will be required to email a copy of their log to their direct administrator.

Building Administration
- Reinforce student infection control procedures.
- Support and endorse nursing decisions.
- Monitor and report absences to the central office.
- Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
- In the event of remote learning days, be available via Google Hangout for conferencing with the central office and the administrative team.

Administrative Support Staff:
- Reinforce infection control procedures.
- Respond to parent phone calls using District provided script.
- Maintain a log or journal of all calls received.
- Keep building administration informed.

Training
The following training shall be completed according to assignments and responsibilities:

Administration and All Staff:

- Superintendent or designee will review the School Health-Related Closure Plan with the administrative staff.
- Administration will review the School Health-Related Closure Plan roles and responsibilities (a truncated version will be provided at their building faculty meeting.
- Administrators and supervisors will review the plans for E-learning, IEP/504 accommodations, and modification expectations as well as teacher and student expectations for remote learning.

Lacey Township School District Demographic Profile

Enrollment Trends by Student Group

This table shows the percentage of students by student group for the past three school years.

Student Group	2016-17	2017-18	2018-19
Female	48.7%	48.4%	48.5%
Male	51.3%	51.6%	51.5%
Economically Disadvantaged Students	25.7%	26.3%	27.1%
Students with Disabilities	24.8%	25.4%	25.8%
English Learners	1.0%	0.9%	0.9%
Homeless Students	0.3%	0.5%	0.5%
Students in Foster Care	0.4%	0.3%	0.3%
Military-Connected Students	0.1%	0.2%	0.5%
Migrant Students	0.1%	0.0%	0.0%

Enrollment by Racial and Ethnic Group

This table shows the percentage of students by racial and ethnic group for the past three school years.

Racial and Ethnic Group	2016-17	2017-18	2018-19
White	89.2%	88.0%	86.6%
Hispanic	7.5%	8.5%	9.6%
Black or African American	0.7%	0.9%	1.0%
Asian	1.0%	0.9%	1.0%
Native Hawaiian or Pacific Islander	0.1%	0.1%	0.1%
American Indian or Alaska Native	0.1%	0.1%	0.1%
Two or More Races	1.4%	1.5%	1.6%

Enrollment Trends by Grade

This table shows the number of students enrolled by grade for the past three school years. Any students enrolled outside of the grades offered will be included in the total enrollment.

Grade	2016-17	2017-18	2018-19
PK	93	99	120
KG	246	272	287
1	249	247	274
2	283	256	271
3	322	292	265
4	311	328	293
5	345	320	321
6	332	350	323
7	341	345	348
8	328	341	332
9	285	300	311
10	311	270	301
11	277	291	250
12	275	276	294
Total	3,998	3,987	3,990

Business Operations

At all times, the Business Administrator shall be prepared to have a remote work plan available to run all key operations. The Business Administrator shall run a test of remote operations twice annually. In the event of the potential for a pandemic situation, all Business Office staff will be directed to bring home their computers, chargers, passwords and a flash drive of any pertinent network files. The Business office operations will continue as follows:

Key Operations - Remote Work Plan

Payroll
The Business Administrator and Assistant Business Administrator will ensure that payroll operations can be run remotely from both of their remote locations. The Accounting, Payroll and Human Resources modules within the Systems 3000 application have been set up to allow remote access from District issued computers to the Business Administrator and Assistant Business Administrator, and all Business Office staff requiring access. The Business Administrator and Assistant Business Administrator will have access to the District bank accounts via their District laptops only. The Business Administrator will set up mobile access for both staff to complete secondary verification to access the bank accounts. All payroll supporting reports will be printed to PDF and saved on the local machine and a flash drive for printing upon the District re-opening. All staff will receive copies of their pay stubs to the Systems 3000 payroll portal as usual. If an employee requires a handwritten paycheck it will be mailed to the employee. The Assistant Business Administrator is also trained as a backup to run payroll if the need arises.

Accounts Payable/ Receivable
The Business Administrator will ensure that invoices can be entered remotely. The Purchasing Specialist will continue to enter all invoices received via email and process any purchase orders as needed. The Business Administrator will also be able to process wire transfers remotely if the need arises. Any emergency payments will be discussed with the Superintendent of Schools prior to payment being made. All such checks will be retroactively approved at the next Board of Education meeting. The Business Administrator will also continue to monitor cash flow as cash and physical check payments will not be received. The Business Administrator will request the Township make all tax payments in the case of a pandemic event.

Transportation
The Director of Transportation, will maintain the Transportation Department with the Business Administrator in keeping the staff apprised of closings, openings, and needs for transporting students and meals. Human Resources Manager will have remote access to the HR portal to continue to conduct any HR needs.

Food Service

The Business Administrator and Food Service Director keep the Food Service Department abreast of potential closing and re-opening dates. The Director of Food Services will continue to process all required State reports and submissions.

Delivery of Virtual and Remote Instruction

Virtual Learning

Days We believe that learning can take place anytime and anywhere. In the event of a pandemic, Virtual Learning Days will allow our academic schedule to continue uninterrupted, which is vital to both short-term and long-term learning and success. These days will also enable us to take advantage of our investment in technology and will help students develop skills in independence and time management.

Implementation of an alternative instructional process that is flexible yet meets the standard for structured learning time so that school days missed for a pandemic crisis can be counted towards the required days of instruction for the calendar year. This requires several objectives and an understanding that this may look different at each level, preschool, elementary, middle school and high school.

PreK-4

Virtual instruction using the Google Classroom and SeeSaw application format will be implemented. Students are given a total of 2 hours of daily instruction. This time incorporates all content areas. Lessons are designed to be utilized asynchronously to fit the students and parental needs. Teachers conduct Google Meets as needed to assist with student understanding of content, as well as addressing social emotional needs. Grade reporting will be conducted through teacher/parent conferences. This format will provide the opportunity for meaningful conversations regarding student need and progress. This approach is individualized and will also focus on a whole student concept.

The daily instruction schedule will be as follows:
- 30 minutes of English Language Arts
- 30 minutes of Mathematics
- 30 minutes of Social Studies or Science
- 30 minutes of Special Area and English as a Second Language

The following programs have online assignable material in the google classroom:
- Envision mathematics
- ReadyGen Reading Program
- Words Their Way

Special Education Teacher Resources will include:
- Read 180
- System 44
- EdMark
- Touch Math
- Reading Eggs

Additional Resources:
- MobyMax
- Free Version of Spelling City (3-4)
- Khan Academy - videos
- Reading A-Z
- Newsela
- Flipgrid / Screencastify for instructional videos

In addition to the aforementioned instructional practices, Google classroom will be used in **grades 5-8** and will be delivered for students using 1 to 1 Chromebooks. **Grades 9-12** will utilize the existing Canvas platform to deliver online instruction through the students 1 to 1 Chromebooks. Teachers will deliver curriculum assignments, post assessments and conduct interactive lessons using these platforms. All students will also have the opportunity to send teachers questions and clarifying statements to extend instructional opportunities.

Grades 5-8
Google classroom will be used in grades 5-8. Students will receive daily assignments through the use of Google Classroom in all content areas. Teachers will conduct Google Meets as needed to deliver and clarify understanding of the content being taught.

Students will begin to receive information from their teachers through Google Classroom accessed by using their school-issued 1 to 1 Chromebooks. In our efforts to emphasize student accountability and maintain teacher support during the health-related school closure. The virtual learning plan will operate under the following guidelines and schedule:

- Students are scheduled to receive daily instruction/support.
- A structured schedule has been provided for students to promote attendance and completing assignments on time.
- All teaching staff will be available within the 8:00 am-12:00 pm time range for student email and other correspondence.
- Specific periods have been allocated for student accountability each school day.
- Teachers will use these period times to prioritize student communication and assistance. Additionally, teachers will use this time for Canvas group discussions or conferences, if they choose to use one of these modes of instruction.
- Class assignments will be posted by 6 pm the night before the class period is scheduled to meet.
- One student assignment per class meeting will be recorded in the Realtime gradebook as a completed/not completed assignment.
- MOST IMPORTANTLY, it is not mandatory that students check in every day at the allocated time; however, they need to complete the assignment by the end of the day.
- If a teacher or a student needs help with technology, a teacher needs to fill out a ticket at the Lacey Web Help Desk. Teachers will fill out requests for their students, as well, if they are having trouble. Although students are not physically present in class we are still here to support them. Now more

than ever, there is a need to emphasize communication and support. Along with our teachers, counselors will be available to assist and support your children.

Grades 9-12
Students will begin to receive information from their teachers through Canvas accessed by using their school-issued 1 to 1 Chromebooks. In our efforts to emphasize student accountability and maintain teacher support during the health-related school closure. The virtual learning plan will operate under the following guidelines and schedule:

- Students are scheduled to receive daily instruction/support.
- A structured schedule has been provided for students to promote attendance and completing assignments on time.
- All staff will be available within the 8:00 am-12:00 pm time range for student email and other correspondence.
- Specific periods have been allocated for student accountability each school day.
- Teachers will use these period times to prioritize student communication and assistance. Additionally, teachers will use this time for Canvas group discussions or conferences, if they choose to use one of these modes of instruction.
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- Below are some important places to find information about classes, assignments, social-emotional support, and school news:

    - Lacey Township High School Webpage
    - LTHS Staff Directory Student Gradebook
    - Portal Canvas Login Page

Grades for all students will continue to be issued throughout the health-related closure. Teachers are permitted to grade up to 2 assignments per week. Students who have difficulty completing assignments and have reached out for assistance will receive incompletes for the 3rd quarter and will have the entire 4th quarter to make up the work. Graduating seniors will be provided 1 to 1 help through the use of the high school stretch program. Teachers are assigned to any senior who is in jeopardy of not passing and through the use of Canvas and in person Google Meets.

The final exam exemption will be extended to all students in grades 9-12. Final grades for students who choose the exemption and wish **not** to sit for a final exam will be based on the 4 marking period grades **only** (the midterm will not count as per existing exemption policy).

Since most, if not all, students will choose the final exam exemption there is no need for students to contact their teachers. **Only students who may wish or need to take a traditional final exam need to contact their instructor by May 22nd.** We will maintain a final exam schedule during the week of June 8-12 to allow for this possibility. This exemption policy does not apply to Ocean County College classes as they adhere to OCC policies and schedules which may include a final exam.

Addressing ELL Needs

ELL teachers will meet virtually with their students through Google Classroom and the Google Meet feature for 30 minutes a day to deliver instruction and provide any support that the students need to be successful in their daily instruction. ELL teachers will collaborate with general education classroom teachers to provide strategies and support for ELL students. Parental contact will be established in an effort to identify individual students' needs and provide the necessary support. Translators will be provided as needed in order to secure successful communication with our ELL families.

Addressing Special Education Needs

Throughout the duration of virtual learning, students with disabilities will continue to receive the special education and related services as required by their IEP to the greatest extent possible. Upon reopening of schools, compensatory education and related services will be determined on an individual basis and provided accordingly.

Special education teachers will differentiate instruction, as appropriate, to address the accommodations and modifications noted in each IEP. Examples of this may include, but not limited to, extending due dates, modifying the length of assignments, providing additional video explanations, interacting one-on-one through Google Meet video conference or Google Hangouts chat, and providing alternate assignments. To meet the needs of our students with more significant cognitive disabilities, teachers of self-contained programs will provide individual instruction tailored to each student's IEP goals and objectives. This could include individualized virtual assignments as appropriate, paper-based assignments, as well as providing each student with physical materials and manipulatives to be used at home. Teachers of self-contained programs will also schedule regular Google Meet video conferences with their students in an effort to continue to provide social skills instruction as it relates to IEP goals and objectives.

Paraprofessionals will be utilized in a variety of ways to continue to support students during the closure. This may include joining in Google Meet video conferences during social skills, morning meetings, and/or instruction. Paraprofessionals may also provide individual support to students through email, Google Meet,

and/or Google Hangouts; especially those that are 1:1 as per the student's IEP. All paraprofessional/student interaction will be directed and monitored by the classroom teacher. In addition to providing teacher and student support, paraprofessionals will engage in ongoing virtual professional development. Paraprofessionals will keep a daily log of how they interacted with their classrooms and/or what professional development they completed.

Child Study Team members will continue to conduct IEP meetings in accordance with state and federal code while operating remotely. This will be done, with parental consent, through either Google Meet video and/or audio conferencing. IEPs will be electronically signed by parents through our student information system (Realtime). The Child Study Team will also continue to be in contact with parents and/or students to answer questions and provide support as they normally would while operating in-person. The Child Study Team will also maintain contact with teachers to provide information and guidance on individual students as needed; especially those that are not engaging in their virtual classrooms.

Related services (OT, PT, Speech, Counseling) will also continue to be provided, as appropriate, as required by the IEP, to the greatest extent possible. Related service providers will work with individual families to determine the most effective method of delivering services. This may include providing a direct service by working one-on-one with a student through Google Meet video conferencing and/or providing worksheet activities (related to IEP goals and objectives) and routine email communication with the parent.

Safe Delivery of Meals

Students receiving free and reduced lunch services will be provided a bag breakfast and bag lunch during a health related school closure. Breakfast and lunch will be delivered to assigned bus stops or specified areas as per individual student need and location on a predetermined schedule.

Students with door to door transportation and free and reduced lunch status will receive lunch at their door on a daily basis. Students' names will be placed in a spreadsheet and checked off that they have received lunch on a given day. Families eligible to receive reduced lunch prices will be charged either in advance or upon return to the regular school schedule.

Students that are eligible for free and reduced school meals are provided both breakfast and lunch for the entire week through two methods: a pick-up window located at the front entrance of the Lacey Township High School and centralized bus stops. We plan to continue the safe delivery of meals to students by preparing and distributing meals two days out of the week (Mondays and Wednesdays). Food Service employees are divided into two groups to limit the amount of staff present on-site. Meals are delivered via bus to special needs students from 9:30am-11:30am. Additionally, meals are distributed via a pick-up window at the Lacey Township High School from 10am-11am. The last day of meal service will be on Wednesday, June 10th.

Breakfast and Lunch will be grab-and-go bags that follow the USDA Nutritional Guidelines and Standards for School Meals.

Breakfast and Lunch will be available for pick-up at the Lacey Township High School Main Entrance Security Vestibule according to the following schedule:

- Mondays between 10:00 and 11:00 am for Monday/Tuesday meals

- Wednesdays between 10:00 and 11:00 am for Wednesday/Thursday/Friday meals

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Equitable Access to Instruction

Classes are run asynchronously to allow the most flexible learning opportunities for student engagement and parental involvement.

Google Meets will be implemented for virtual face to face reinforcement of instruction and for promoting social emotional opportunities for students to collaborate and discuss instruction.

Educational technology tools used to deliver instruction also allow for individual student feedback on specific content, learning goals and assignments. In addition, these platforms will enable teachers to answer student questions related to their individualized needs.

Access to the network and devices are handled in one of two ways: Technical issues are reported by the students and their parents report issues to their classroom teacher. The classroom teacher then communicates the problem to the technology teacher. The technology teacher reaches out to the student and/or parents to work through any issues. If the problem cannot be resolved, families are advised of a time to drop off a troubled device and pick up a new device from Lacey Township High School. Students who do not participate in their remote learning class are contacted by teachers, then guidance counselors, and building administrators to determine if access is the problem. All network related issues that are reported were then guided towards appropriate methods to procure internet access.

Attendance

Attendance is required during virtual instruction days and students must adhere to all district policies. Attendance is required for all days that the school district would normally be in session according to the Board adopted district calendar. All teaching staff will record student attendance through the interaction with their individual students. This interaction will vary by grade and will allow the teachers to use the students participation as a measure of attendance for the period of extended closure.

Students who do not participate in a remote learning class are contacted initially by teachers through the use of email.

Students in grades 5-12 have been provided gmail addresses in order to facilitate direct contact between the student and the teacher. Parent emails are also utilized as a secondary contact. Grades preK-4 make contact through the use of the parent provided email. Guidance counselors at all levels are copied on attendance related email and the phone calls are placed with families who have not responded to the lessons provided by the teachers. Principals at all levels with the assistance of the attendance officer participate in home visits as necessary observing strict social distancing guidelines.

Technology and access issues are solved on an individual basis and counseling resources are provided to all families that struggle with this learning environment.

Attendance is monitored closely and families are contacted and counseled immediately in the event that attendance will factor into promotion, graduation, retention and any disciplinary matters. Counseling is individual and can involve the use of Google Meet and phone conferencing. All notes on attendance are recorded by teachers, guidance counselors, principal and the attendance officer in RealTime Notes.

Grades PreK-4
Teachers record the students attendance either through a "live" lesson or when the lesson is recorded the students respond electronically (with the help of parents where necessary) through the use of Google Classroom or the Seesaw application.

Grades 5-6
Teachers will post lessons in Google Classroom for their students based on a predetermined schedule and according to subject areas. The student response to the lesson or a brief prompt will allow the teacher to record present for the day in the student information system.

Grades 7-8
Teachers post the lesson in Google Classroom by 6pm the night before the lesson is due according to the subject area. The student response or completion of the daily assignment signals their attendance in the class for the day. Lessons can be either graded or ungraded.

Grades 9-12

Teachers post the lesson in Canvas the night before its due date. Students will complete the lesson in Canvas which operates as the interactive student management system. Lessons can be either graded or ungraded but allow the teacher to record the student as present for the day in the Realtime student information system.

Facilities

The Lacey Township School District remains committed to providing a safe environment for our students and staff members. The dedicated team of Facilities Department staff members play a critical role in that effort, taking enormous pride in the outstanding manner in which they maintain the district's buildings and grounds. The current health crisis only serves to heighten that effort.

Keeping the safety of its staff members in mind by providing them with proper Personal Protective Equipment, and ensuring adherence to all federal and state guidelines and protocols, the district requires its custodial staff members to use this extended closure period to perform a deep and thorough cleaning of all buildings and school buses. In addition, maintenance and grounds staff members are taking the opportunity to ensure that the interior and exterior of those buildings and school buses are operating safely and efficiently.

Facilities Operations

In an effort to augment our commitment to providing a safe and healthy environment for our students, staff and greater school community, the following enhanced cleaning procedures will take effect immediately:

- Increase the frequency of routine interior and exterior touch-point cleaning, including, but not limited to, cafeteria tables, door handles, panic bars, door pulls, doorknobs and counter tops.
- Increase the frequency of routine restroom cleaning of all touch points including, but not limited to, faucets, flushometers, door handles, door pulls, hand dryers and soap & sanitizer dispensers.
- Increase the frequency of extensive classroom cleaning of all touch points including, but not limited to, door handles, doorknobs, pull handles, desktops, tabletops, ledges, windowsills and chairs.
- All touch point cleaning is to be completed utilizing our Envirox Hydrogen Peroxide Cleaning Solution.
- Ensure all District buses are cleaned regularly with use of the antibacterial wipes.

General Cleaning Procedures

Area: Classroom, Classroom Bathrooms, LGR, Teacher's Lounge
- Begin with fully supplied cleaning cart
- Look at the room top to bottom
- Check lights/ceiling tile/blinds
- Make a mental note to yourself to repair/replace light bulbs, ceiling tile the next day
- Any replacement/repairs you can't perform, put in writing to supervisor
- Start cleaning from ceiling to floor
- Empty trash cans,recycle as required / clean interior-exterior of cans, reline as needed
- Perform high dusting with correct feather dusters, work down from ceiling
- Clean whiteboard per teacher's instructions, wipe down trays with correct product
- Clean, disinfect sinks/toilets with correct products (daily)
- Clean, disinfect desks, tables, chairs, door handles with correct products (daily)
- Clean, dust, wipe down all vertical and horizontal surfaces with correct products, clean pencil sharpeners
- Clean glass
- Clean, vacuum all carpets
- Vacuum, dust mop floors (do not sweep into hallways)
- Damp mop floors with correct product
- Check, clean, refill all soap, paper, disinfectant dispensers
- Spray down everything in the room using the Virox Peroxide Based Disinfectant.
- Turn off lights, close door - go to next classroom
- End of shift, restock your cleaning cart for start of next day

Area: Kitchen, Kitchen Office
- Pick up mats as needed to clean floor
- Check, clean all soap and paper dispensers
- Dust with feather duster, wipe down all walls, hood vents, mobile carts
- Wipe down front of serving counter, door handles, all window glass
- Empty trash cans, recycle as required, clean interior-exterior of cans, reline as needed
- Clean, disinfect sinks with correct products
- Clean, dutst, wipe down drink cases (glass) bottom rails and exterior of case
- Dry mop, wet mop floors with correct product
- Put mats back down

Area: Bathrooms
- Check, clean all soap, paper bathroom dispensers
- Clean bathrooms as required with all correct products - towards the end of your shift
- Check all fixtures for water flow, loose parts. Report as needed to supervisor

Area: Hallways, Gym, Auditorium
- Check, clean all dispensers
- Check, replace ceiling tile, lights
- Dust mop, run machine over hallways with correct products (Gym, Auditorium - 2⁄3 times a week)
- Check, clean all glass, door handles, radiator covers, ceiling, ceiling vents, walls, mats, corners of floor and water fountains

Area: Building/Grounds
- Pick up debris, empty trash cans, recycle as required, reline cans, sports fields, tennis court, playgrounds, check outside lights in your area
- Keep boiler room, custodian closets stocked with supplies, clean and free of debris at all times
- Inspect boilers every two hours, fill in log books as required (seasonal)
- Put up, take down American and State flag daily

Daily/Monthly
- Locate and keep track of all fire extinguishers - inspect and sign the inspection card once a month (this is State required of schools)
- Complete checklists to track different item that are requested

Daily Duties in Each School
- All door handles must be wiped down, disinfected daily
- Use all products properly as specified by manufacturer's directions

Daily Office Cleaning Periodic Office Cleaning
- Dust ceiling vents
- Dust with synthetic/feather duster
- Clean interior windows
- Disinfect countertops and vertical surfaces
- Spot clean vertical and horizontal surfaces
- Spray clean windows/glass surfaces
- Spot clean glass
- Vacuum upholstered furniture
- Spot clean carpet
- Clean whiteboards
- Vacuum carpeting
- Clean chairs
- Dust and damp mop floor
- Dust blinds
- Check and refill all dispensers
- Damp mop/wax tile floor

Summer Programming

Extended School Year

The Extended School Year Program will run 6 weeks beginning July 6th utilizing the virtual format. Eligible students who choose to participate in the extended school year program will be provided a 1 to 1 device based on their individual needs. Teachers will utilize various technology platforms, as appropriate, to address student IEP goals and objectives. Related services will also continue to be provided remotely, as outlined above, to the greatest extent possible. Student paraprofessionals will also be incorporated into the ESY program based on the student individual needs.

The Extended School Year Program will implement the protocols of the district remote instructional model. Instructional applications may include but may not be limited to:

- Read 180
- System 44
- EdMark
- Touch Math
- Reading Eggs

Additional Resources:
- MobyMax
- Spelling City (grades 3-4)
- Khan Academy
- Reading A-Z
- Newsela
- Flipgrid / Screencastify (for teacher made instructional videos)

Credit Loss/Credit Recovery

Lacey Township School district will address credit loss for all middle and high school students. All high school and middle school students will keep their 1 to 1 Chromebooks throughout the summer months. Only high school seniors who graduate will return the devices to the school district. The different schools will contact the students who are in need of remediation or credit recovery and enroll the individual students in the appropriate online class. (Educere or Fueled Ed)

High School Seniors

High school seniors in jeopardy of not graduating are currently being provided remediation through the use of the high school "Stretch"program This program is an extended program that involves the use of 1 to 1 virtual instruction combined with live lessons. This program will be extended to students who do not meet the credit requirements for a June graduation and they will be prepared for an August graduation date.

Extended Learning Programs

Implementation of online intervention programs will be utilized and funded through Title I grant monies. Students will be identified remotely in conjunction with the Basic Skills instructors and the classroom teacher and the appropriate online program will be utilized to address any specific needs. TReachers will monitor the online platforms and provide feedback to students and their families throughout the summer months.

STEM Programs

Lacey Township School sponsors a STEM related program called Camp Invention. This program invites students in grades K-8 to participate in various project based STEM related activities. This program will possibly move to an online format if necessary based on the time frame of the health related closure.

Assessment of Learning

Lacey Township Schools will primarily use NWEA MAP (Measures of Academic Progress) testing for grades K-10. This is a nationally normed online assessment that will evaluate student readiness and help the district address the possible gaps and the issue of retention of material. Teachers use this data in conjunction with the LinkIt platform in order to develop an overall picture of student knowledge and develop strategies to meet students at their level of readiness for the grade or subject area.