

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

**Note: This plan is subject to revision and does not require NJDOE Approval
Updated May 20, 2020 and Board Approved June 4, 2020**

School Health-Related Closure Preparedness Plan

I. Introduction

Requirements to Implement a Public Health-Related School Closure NJDOH guidance identifies school closure as a potential strategy to limit transmission of illness within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education 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:16-10.1 and may include direct services, online instruction, services provided through a contract with another district board of education, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo 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 accordance with N.J.S.A. 18A:7F-9. (Commissioner’s Broadcast, March 5, 2020).

II. Equitable Access

Lebanon Borough School District provides and maintains 1:1 Chromebooks to all students in grades K-6 and 1:1 iPads in preschool during school hours. A district-wide survey was issued to all families on March 10th. The results to date indicate that all families have internet access and wifi and all but a few have a device available for their students to access their learning from home online. In an effort to promote equity in our students’ educational program, our virtual school plan will provide technology assistance to students. Options for addressing this include:

- Providing and paying for service to a hotspot for any families who indicate that they do not have internet access moving forward.
- Allowing families to “sign out” a school device for virtual learning at home.
 - On March 16, 2020, LBS signed-out approximately 60 devices to families in need of a dedicated instructional device for their student.
- Providing alternate paper-based assignments of comparable educational value to be picked up or mailed, if feasible.

The overall demographic profile of the school district is as follows:

- Total Enrollment - 103 students
- Student count for state-funded preschool - 0 students
- Homeless (McKinney-Vento) - 0 students
- Migrant LSE - 5 students

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

-
- | | |
|--------------------------------|----------------------|
| ● Students with Disabilities - | 13 (includes to ODP) |
| ● English Language Learners - | 2 students |

The needs of all LBS students from grades Preschool through Grade 6 are addressed through the plan as described in the next section “Instructional Plan.”

III. Instructional Plan

Grades preschool-2

- Preschool students were offered district iPads and all other grade levels were offered Chromebooks for home use.
- All teachers will provide subject-specific assignments for students to complete utilizing a variety of familiar online platforms as well as consumable materials (if applicable).
- All teachers will provide appropriate grade level assignments in line with the NJSLs.
- All teachers, including core arts teachers, will provide activities and assignments to ensure that mandated home instructional times are met. These will include new instruction as well as previously taught skills in an authentic meaningful way.
- Teachers will provide ongoing support and dialogue by providing feedback and answering questions. Google Classroom or a currently used system of communication between parents and teacher (ie- remind app or homeroom app, email, teacher websites, etc.) will be the primary tool used for the running dialogue.
- For identified students who do not have technology at home, a comparable assignment using non-technologies (paper, pencil, books) will be provided and available for pickup if alternate arrangements for connectivity cannot be made.
- Regular assessment of student progress will be maintained and grades for assignments will be recorded by staff (see parent communication/grading section IV.)
- Special Education teachers will provide modifications for lessons in accordance with student IEPs. They will communicate with General Education teachers to modify as appropriate and distribute those modifications directly to their students.
- Teachers will accommodate as appropriate student’s section 504 plans.
- Teachers will ensure that adequate progress is made towards the IEP goals

Grades 3-6

- All students offered Chromebooks for home use.
- All teachers will provide subject-specific assignments for students to complete utilizing a variety of familiar online platforms as well as consumable materials (if applicable).
- All teachers will provide appropriate grade level assignments in line with the NJSLs.
- All teachers, including core arts teachers, will provide activities and assignments to ensure that mandated home instructional times are met. These will include new instruction as well as previously taught skills in an authentic meaningful way.

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

- Teachers will provide ongoing support and dialogue by providing feedback and answering questions. Google Classroom or a currently used system of communication between parents and teacher (ie- remind app or homeroom app, email, teacher websites, etc.) will be the primary tool used for the running dialogue.
- For identified students who do not have technology at home, a comparable assignment using non-technologies (paper, pencil, books) will be provided and available for pickup if alternate arrangements for connectivity cannot be made.
- Regular assessment of student progress will be maintained and grades for assignments will be recorded by staff (see parent communication/grading section IV.)
- Special Education teachers will provide modifications for lessons in accordance with student IEPs. They will communicate with General Education teachers to modify as appropriate and distribute those modifications directly to their students.
- Teachers will accommodate as appropriate student’s section 504 plans.
- Teachers will ensure that adequate progress is made towards the IEP goals
- An outline of the approximate times to meet the requirements follows in the chart below:

Subject	Days	
Reading/Writing	45 m	Classroom Teacher Special Education Teacher In-Class Support Teacher
Math	30 m	
Social Studies/Science	30 m	
Specials/PE/Health (see chart below)	20 m	Special Area Teachers
Total	2 h and 5 m or 2 h and 25min (2 specials)	Note: Staff are available to students from 9:00am to 1:00pm at a minimum (4 hours per day)

**This is a guideline and may be modified. The goal is to provide approximately 2 hrs of structured learning activity per day and an additional 2 hours of less structured learning activities with support from teaching and paraprofessional staff.

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

- Special Area teachers will provide instruction on the following schedule as best as possible:

	Monday	Tuesday	Wednesday	Thursday	Friday
P-AM		PE	Tech	Music	
P-PM	PE	Music		Tech	
K	PE & Tech	PE & Enrichment	Music	ASL	Art & Health
1	Art & Health	Music & Tech	ASL & Enrichment	PE	PE
2	ASL & Art	Music & Health	Tech	PE & Enrichment	PE
3	PE & Tech	ASL & PE	Music & Enrichment	Health	Art & AT (G&T)
4	Art & Health	ASL & PE	Music & Enrichment	Tech	PE & AT
5	Enrichment & Art	Tech & Health	Music	PE	PE & AT
6	PE	Music & Health	Tech	ASL & PE	Art & AT

*Special area teachers may provide extended projects/assignments with regular check-ins

IV. Parent Communication/Grading

- All teachers will provide on-going parent communication regarding student progress and other concerns.
- If parents/guardians express concerns regarding obstacles to their child’s active participation in the teaching/learning process, these shall be reported to the administration and/or case manager who will be responsible for collaborating on possible solutions.
- Reporting periods (trimesters) will remain “as scheduled” unless otherwise advised by the administration.

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

-
- Grades K through 3: Grading will continue using the current ratings of 1-4 (emerging, developing, proficient, exemplary).
 - Grades 4 through 6: Grading will be “pass/incomplete”. Any student who is actively engaged in class activities, has responded to teacher feedback, and has provided evidence of participation will earn a Pass (P). Any student who does not receive a Pass (P) will be assigned a grade of an Incomplete (I), with the opportunity to make up work in the summer.
 - Specials: Students will receive the same numbers (1-4) if they have demonstrated participation during virtual instruction.
 - Any areas that are impossible to rate due to distance instruction will be marked “NE” for Not Evaluated.
 - The district may determine that retention is necessary due to excessive absence or lack of progress due to lack of engagement with school learning activities.
 - The intention of this grading practice is to honor the notion that students are doing their best to learn and grow regardless of their new virtual learning environment. For this time of uncertainty and transition, we will take the focus off grades and place it squarely on learning feedback, guidance, coaching strategies, encouragement, and social connection. We honor that:
 - Students are doing their best to learn and grow regardless of their new virtual learning environment.
 - Students are managing a series of practical and emotional demands.
 - No student should be academically harmed during this health-related closure and that students are doing their level best under difficult circumstances.

V. Attendance

- **Student’s attendance:** Attendance will be tracked by the office staff and teachers and submitted to the nurse and administrative assistant daily. The attendance will be submitted to the CSA daily. Absences will be reported per normal protocols.
 - Students who engage with teacher instruction regularly and as expected will be counted as present
 - Students who are not engaged as expected will be contacted first by the teacher and then by the office staff to determine the situation.
 - Attendance will be recorded/adjusted accordingly
 - Students who are deemed absent will be subject to the same attendance protocols as during in-person instruction (parent contact, attendance letters, attendance plan, meeting, etc.)
 - The administration and families will work collaboratively to determine how any necessary disciplinary consequences will be administered during school closure

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

-
- The grading practices described in section IV indicate the consequences of a lack of participation in school. These include incomplete grades and the need to make up work in the summer, as well as, potential retention.
 - **Staff:** Attendance will be determined by county/state/federal agencies directives. Teachers will submit a brief report to the CSA regularly.
 - In the event that a teacher becomes too ill to teach their class LBS has 4 paraprofessionals who are on our substitute teacher list and will fill in for instruction during those times.

VI. Food Services/Nutritional Benefits

- Lebanon Borough School does not participate in the National School Lunch Child Nutrition Program and does not provide food services to any students. All students' lunches are parent provided.
- In the event that families indicate to the school that food scarcity has become an issue or that the school becomes aware of this through other means, LBS staff will work with the families and local businesses to provide meals at low or no cost.
- Additionally, the town has set up a location for donation and pick-up of free meals for any resident. LBS publicizes this information weekly as follows:
 - *“During this public health crisis, food security has become an issue for many people. Please note that the Borough is using a box on the front lawn of 99 Brunswick Avenue to donate and pick-up food supplies for needy neighbors. Please make sure that this information is passed on to anyone who needs it at this time.”*

VII. Special Education, 504, ELL, Medically Fragile

- The case managers will be in communication with all special education teachers to ensure modifications are made according to IEPs as appropriate. This will be done via email, Google Meet/Zoom Meetings, and phone calls.
- Teachers will ensure that adequate progress is made towards the IEP goals. Progress will be documented using the IEP Direct platform and progress updates maintained by the case managers.
- Special education staff will utilize the electronic platforms available to the district in order to provide instruction to students with disabilities. Additionally, hard copy materials delivered to homes or picked up at the school may be provided to ensure that these students' needs are met.
- The case manager will communicate with families of students placed out of district and those schools to ensure continuity of instruction and progress toward IEP goals.
 - LBS has received learning plans from the two out-of-district schools that students with IEPs currently attend (ARC Kohler- Private and Hampton Borough - Public).

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

-
- LBS decided to provide transportation to out of district students as long as the school they are attending is open for in-person instruction, regardless of the status of LBS.
 - On March 16, 2020 Governor Murphy ordered all schools closed by March 18, 2020. Both out-of-district schools closed and our transportation vendor, ESC, was instructed to cease transportation until schools are back in session. We will contact the vendor when that occurs.
 - Speech Therapist, Occupational Therapist, and Physical Therapist (Related) services will be offered remotely via Zoom or Google Meet as allowed by the NJDOE. Any services that are not provided or unable to be provided remotely will be calculated and banked and compensatory services provided upon the conclusion of the school closing. These service providers keep logs of contact and progress electronically and update same in IEP Direct.
 - Pull-out resource room teachers will continue to provide appropriate instruction at each child's level following modifications in the IEP to the extent possible during the distance learning timeframe.
 - In-Class Support teachers will collaborate with the general education teacher to ensure all assignments are aligned with the modifications/accommodations outlined within each student's IEP or 504.
 - Paraprofessionals continue to provide support during the school closure during virtual classroom instruction from the teacher and during individual/group virtual meetings with students that have IEPs.
 - IEP meetings and testing will be completed as possible (in-person or virtually) and based on guidance from the state in order to maintain timelines. Virtual meetings will be conducted using the Zoom or Google Meet Platform. Additionally, members unable to use these platforms may call in to the meetings.
 - Students currently receiving ESL instruction will be provided with support from the ESL teacher through activities sent home and virtual instruction to allow for fluency practice in hearing and speaking English.
 - Currently, the number of families with students receiving ESL services is small and all families have English speaking members.
 - In the event of any new student whose family is unable to translate from English, communication materials will be translated into the home language and an interpreter will be used for verbal contact.
 - In the event of communication, differentiation, instruction, technology or strategies issues for ESL families due to the closure, the ESL teacher in conjunction with the CSA, classroom teacher, and possibly the I&RS committee will develop a plan to address.
 - Currently there are no students at LBS with medical conditions that would warrant school action during this home period. Allergies, asthma, etc. are managed by families. Our school nurse will keep in regular contact with the families of students who have any medical conditions that she would normally monitor during in-person instructional days.

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

VIII. Summer Programming Plan

- We currently have students with IEP's which require ESY. All students will be offered remote learning ESY if physical buildings do not open.
- ESY runs from 7/1-8/6 on a four day cycle. This is subject to revision if we are able to accommodate in-person learning.
- The case manager met with the general education and special education teachers to determine if there are special education students who now risk regression due to remote learning and thus require ESY. It was determined that no additional students require extended school year services at this time.
- The district will administer in-person or virtual assessments to students identified by the I&RS team during the month of August to determine if there are gaps that must be remediated immediately upon return to school. Tools for this may include: curriculum based assessments, Dibels, Amplify, Freckle, DRA, and others as identified.
- Private summer programs for STEM and other areas will be shared with families via email as they are received by the district.
- All students will be assessed upon reopening of school to determine gaps and develop plans for remediation.
- Class of 2020 Graduation Plans
 - Currently, LBS will NOT have an in-person graduation ceremony.
 - Yard signs for graduates' lawns
 - Gift package delivered to each graduate several days prior to virtual ceremony by CSA and 6th grade teacher including various items and student diploma
 - picture taken (social distance guidelines observed) of student holding diploma will be included in virtual slideshow on virtual graduation day
 - Banner with names across Main Street (organized by the Borough)
 - We are currently intending to run a brief pre-recorded ceremony at a particular time on graduation day via youtube or some other platform.
 - A balloon arch and congratulatory sign will be set up under the school's main entrance overhang. We will schedule times for the graduates and their families to come to the school and take pictures under the arch/sign on a particular day.
 - With 15 graduates we will give each family a ½ hour time slot to bring their household to the school for the pictures.

IX. Cleaning/Maintenance of Buildings

Preventative and proactive cleaning measures include:

- Daily wiping down of desks, furniture, bathrooms and other high volume touchpoints (door handles, railings, walls, phones, etc.) daily.
- Disinfecting all areas multiple times per week.

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
 Lebanon, New Jersey 08833
 Telephone: (908) 236-2448
 Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

- Regularly changing air filters in our HVAC equipment.
- Deep cleaning of the buildings each week.
- As staff members are scheduled in the building to pick up materials or close out rooms, the custodial staff deep cleans rooms after each incidence.
- The custodial staff conducts regular building checks and works within the building to ensure that all systems are functioning properly.

X. Closing

The decision to close the district will be made in conjunction with the Governor, Hunterdon County Department of Education, the Hunterdon County Department of Health, New Jersey Educational and Health Services and Federal Agencies. The Lebanon Borough School District continues to follow the directives coming from the county, state, and federal government agencies.

XI. Essential Personnel to Support Distance Instruction

During school closure, it is the belief of LBS that all staff are essential for the continuation of effective instruction. Following are the LBS staff and basic duties during this time.

List of Essential Employees by Category **All Employees are working remotely except where denoted	Role of Employee	Duties/Work Stream	How Many Essential Employees Per Category
Administration	Oversee operations of school district	Interact with BOE, community, & staff; student instruction; business office functions; interact with county ECS; participate in all Special Education decisions	2 People - CSA and BA
Teachers	Implement instructional program for students	Instruct students remotely; interact with students; families, and administration daily (Minimum 10 hours per week as per the guidance from the commissioner to utilize N.J.A.C.6A:16-10.1 as the guideline). Teachers are	15 People - Gen Ed., Special Ed., Special Area

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
 Lebanon, New Jersey 08833
 Telephone: (908) 236-2448
 Facsimile: (908) 236-7670

Bruce Arcurio
 Chief School Administrator
Tricia Duell
 Business Administrator/Board Secretary

		available for students at a minimum from 9:00am to 1:00pm each day (4 hours)	
Paraprofessionals	Support teachers with implementation of instructional program for students	Communicate with classroom teachers daily; provide remote support to students with IEPs throughout their daily instruction as appropriate. Paras are available for students at a minimum from 9:00am to 1:00pm each day (4 hours)	5 People - Preschool-6th Grade
Administrative Assistants	Oversee office functions and communications	Conduct daily virtual meeting with school nurse to address attendance issues; communicate with families, administration, and staff as needed	1 Person
Nurses	Oversee health office related topics	Conduct daily virtual meeting with school nurse to address attendance issues; communicate with families, administration, and staff as needed; make regular contacts with families of students with known health conditions; review and update the CSA on COVID-19 information	1 Person
Child Study Team Coordinator/School Social Worker	Oversee program for all students with IEPs (in district and out)	Communicate regularly with all teachers involved in meeting IEP needs; maintain IEP timelines; hold virtual meetings as needed; update CSA on IDEA updates during school closure. Act as the mental health liaison with all	1-Person

BETTER TOGETHER!

Lebanon Borough School District

“Where great things are happening!”



6 Maple Street
Lebanon, New Jersey 08833
Telephone: (908) 236-2448
Facsimile: (908) 236-7670

Bruce Arcurio
Chief School Administrator
Tricia Duell
Business Administrator/Board Secretary

		families and provide counseling, resources and trauma informed strategies for families directly affected by Covid-19.	
Custodial *Working at building as needed	Oversee maintenance and cleaning of building	Collection of mail for storage in back room; maintenance of grounds and building check as appropriate; oversee proper cleaning and disinfecting of school building	2 People

BETTER TOGETHER!