



Sparta Township Public School District

HEALTH-RELATED CLOSURE-PREPAREDNESS PLAN

1. Communication During Closing

- a. The Superintendent will provide information blasts to all families reporting the Department of Education's requirements and closure status
- b. Blackboard Notifications and Alerts
- c. Sparta Township School District Website: www.Sparta.org
- d. [Facebook](#)
- e. [Twitter](#)
- f. All staff will have access to their emails during the regularly scheduled school hours.

2. Continuity of Operations

- a. The Sparta Board of Education passed a resolution at a May 8, 2020 Special Meeting to provide the CSA with the ability to suspend, amend, or adopt new district policies and regulations when current district policies and regulations conflict with the effective management of the district during the course of the COVID-19 Emergency Health Related School Closure. [Sparta BOE Resolution from May 8, 2020 Special Meeting](#)
- b. Essential Staff
 - a. Custodial and maintenance - maintain building operations and handle deliveries on a daily basis.
 - b. Security - supervise food delivery on Mondays and Thursdays, monitor school grounds remaining days.
 - c. District and building administration - support and assist with food delivery preparations and Chromebook and hotspot distribution.
 - d. Secretarial staff, as necessary, to perform office functions not able to be completed at home.
 - e. Transportation drivers - 4 delivery routes for free/reduced meals on Monday and Thursday mornings
 - f. Other essential employees will be determined by the Superintendent as necessary.
- c. District Demographics



- a. Total student population: 3177
 - b. State funded preschool: N/A
 - c. Homeless: 1
 - d. Low Socioeconomic: 135
 - e. Students with Disabilities: 602
 - f. English Language Learners: 20
- d. Payroll will continue on schedule. The business office may be open if educational programs are not.
- e. Food Services - Maschio's Food Services will be providing bagged meals to be distributed to students receiving free and reduced lunch. All meals will be delivered on Mondays and Thursdays by Sparta Twp. Transportation staff. Protocols have been developed to minimize human to human contact for the deliveries. Continued communications with families eligible for free/reduced meals by the Sparta Twp. School Guidance, Support Services, and Special Services Departments will allow the district to be responsive to families in need of added support.
- f. District facilities and buildings will continue to be maintained by a reduced, yet appropriate level of custodial and maintenance staff during the health-related closure. The Supervisor of Buildings and Grounds will coordinate with district and building administration to continue the maintenance and cleanliness of the district facilities. Cleaning protocols and schedules are posted on our [Sparta Twp. Public Schools COVID-19 Website](#).

3. Home Instruction

- a. Emergency Learning Opportunities for elementary, middle, and high school subject areas, including specials, will be available to all students.
- b. Equitable access to materials and resources, which are prepared by the teachers, will be provided for all students via technology, as well as through traditional paper materials to be provided as needed.
- c. All Instruction will be differentiated in order to meet the needs of All students:
 - i. ESL/ELL
 - ii. Special Education/504
 - iii. At Risk
 - iv. On Grade Level



v. Gifted and Talented

- d. Students will be able to turn in assignments online throughout the closure as well as in-person upon returning to school.
- e. Internet connectivity permitting, all students and teachers will have access to Gmail, Google Drive, Google Hangouts, and Google Classroom throughout the closing.
- f. Parents will be provided with a technology survey to determine internet and device accessibility. Those without accessibility will be provided with the necessary materials to enable students to complete assignments.
- g. Teachers will be available to answer emailed questions during normal school hours. Families without email access can make notes on their child's work with specific questions and the work can be completed upon the student's return to school.
- h. The [Sparta Twp. Distance Learning Plan](#) was developed to provide structure and differentiated guidelines per building and grade level for instructional time, class assignments, independent work and measures of student learning by grade bands. The focus of this plan is to maximize student growth and learning to the greatest extent possible.
- i. Student attendance and participation in all online and virtual learning is expected to the greatest extent possible. Students and families not in attendance or not participating in online instruction are contacted by classroom teachers, guidance counselors, case managers, and/or building administration to check on the welfare of the student and family and offer support and interventions to assist families and students with engagement in online instruction. Students refusing to participate will be referred to the respective building's RTI/I&RS teams.

4. Special Education and Related Services, ELL

- a. The implementation of IEPs for students with disabilities occurs via whole class Google meets, recorded lessons, and individual or small group mini lessons. Accessible material and platforms including but not limited to Snap & Read, text to speech on chromebooks, organized schedules and calendars, and modified assignments through Google Classroom are used to deliver accommodations and modifications.
- b. Related Service providers document the delivery of therapies as well as student participation. Teachers collect data on student progress and will report on goals



and objectives quarterly. Accommodations and modifications are provided to the greatest extent possible

- c. Case managers follow up with families via google meets, email and phone calls. They are in frequent contact with teachers and related service providers to ensure that services are delivered as outlined in student IEPs.
- d. IEP meetings are conducted via google meet or phone calls. All evaluations except for Social History Assessments have been put on hold until in person evaluations are permitted by the state. Initial, annual, and reevaluation meetings are taking place virtually when permitted by parents.
- e. Individual IEP and 504 Related Services plans will be addressed in the provided assignments designed to meet student learning needs. Parents who feel their child's modifications are not appropriate can email the Special Education teacher regarding their concerns.
- f. Case managers communicate with Out of District (OOD) schools to ensure that educational programs and related services are being delivered as appropriate. Case managers are also in touch with families to ensure that they are in agreement with these services and are receiving the necessary support for their children.
- g. ESL staff will collaborate with classroom teachers of ELL students to assist in differentiating instruction, providing alternate assessments, improving access to technology and other strategies to ensure access to the instructional program for ELL students.
- h. ESL staff will assist and support district staff in communicating with families of ELL students in regard to academic, social/emotional and support service needs.

5. Summer Programming Plans

- a. The district is awaiting ESY guidance from the NJDOE, and will adhere to this guidance. In the interim, the district has planned for ESY services utilizing a recoupment/regression model and the district is prepared to provide an extended school year program virtually. The district's program will run from 7/6-8/6, Monday - Thursday. To the extent possible, staff familiar with the students are assigned to provide services and teacher assistants are being assigned at the recommendation of the teacher for those requiring additional check-ins and support in the on-line platform. A combination of learning activities and extensions, online platforms including but not limited to MobyMax, Study Island, Learning A-Z, ixl, and synchronous instruction will be utilized for the delivery of



academic and related services. Counseling and behavioral supports will be available wherever appropriate and scheduled through the course of the week.

- i. An example of the ESY program:
 1. Days: M-Th from 8:30-12:30 - Teachers will meet with the class for 45 minutes per day. In addition to the large group meeting, small group or 1:1 meetings will take place in 30 minute time blocks on a daily basis. Practice activities will be provided for students to work independently or with the guidance of a parent.
- b. High School students in need of recovering credits due to attendance concerns or failing to demonstrate proficiency will continue to utilize online learning courses via Educere as per their high school guidance counselor.
- c. Plans are developing to benchmark the current levels of student progress, to create summer blended learning opportunities for students, and to realign curriculum by grade level to address areas and standards of concern. Adjustments will be based upon student academic needs and the levels of proficiency on grade-level standards as measured through a variety of forms of benchmark assessments, including standards-based report cards, online benchmark assessments, formative and summative assessments, and alternate assessments as necessary. A focus will be placed on remediating students within the daily instructional time to ensure the equity and access of instruction to address any academic regression concerns.
- d. Current proposed extended learning programs for the summer, with the exception of ESY, will be reviewed and funds potentially reallocated to address the potential regression and academic needs of our at-risk populations.
- e. Preliminary plan for our Class of 2020 graduation ceremonies is to conduct a virtual graduation ceremony via an online service provider to assist in managing an appropriate recognition and honoring of our seniors. This ceremony will be accompanied by a number of efforts from all parts of the Sparta Twp. Public Schools to provide the Class of 2020 with the recognition and celebration they deserve.