



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:16-10.1](#) 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](#).

County	09
District	3130
Chief School Administrator	Dr. David J. Salvo
Phone Contact	609-465-1800 (ext 3101)

Plan Component Question 1	Mark Yes or No
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

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Plan Component Question 2**Mark Yes or No**

Does the plan address the provision of appropriate special education and related services for students with disabilities?

YES

Suggestions for consideration:

- Does the plan include adapted materials and assignments to meet student needs?
- Does the plan prepare for how evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings, will be rescheduled?
- 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?
- Does the plan consider the needs of students who are medically fragile?
- Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be determined?
- 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?
- Does the plan consider transportation for students attending out-of-district schools and when and how to inform vendors if schools close?

Notes on Question 2

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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: Middle Township Public Schools

Agreement #: 0093130

Date Meal Distribution will begin: 3/27/2020

Date Meal Distribution will end: 3/30/2020 or later if directed by the County of State Health Department

Schools/Site where distribution of meals will take place: The following sites will be used for distribution or breakfast and lunch each day for a one and half hour period or until food is gone:

- Meadow Lark Run Apartments bus stop
- Green Creek Fire Hall Parking Lot
- Martin Luther King Center Parking Lot
- Goshen School House parking lot
- Swainton Acme parking lot
- Elementary #2 parking lot

Meals to be claimed for reimbursement per day: Breakfast and lunch (together) daily
(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.

The district will use a roster of students with a check off of each meal taken per student. The district plans to distribute breakfast and lunch in one pickup. Prepackaged items will be included in the meals that meet USDA food standards for a reimbursable breakfast and lunch.

Middle Township Public Schools

Emergency Preparedness Plan

Below is the Emergency Preparedness Plan for Middle Township Public Schools, 216 S. Main Street, Cape May Court House, NJ 08210. Our overall district plan for home instruction for our students in the event our schools are temporarily closed by the County and/or State Department of Health. Teachers and Administration will be monitoring the progress of home instruction and other student needs during the emergency closing.

Plan Component #1

The plan of action to provide meaningful home instruction for students, differentiated for each district school as follows:

Elementary #1:

- Each teacher has a method of parent communication (i.e., Remind, Class Dojo, Bloomz, and website).
- Teachers will develop online plans for instruction based on current instructional points in curricula in grades PreK-2.
- Teachers will communicate daily activities for students to complete.
- Paper and pencil activities will be made available for families without internet access.

Elementary #2:

- Teachers will develop plans for instruction based on appropriate New Jersey Learning Standards in grades 3 – 6. Students in grades 3 – 6 will be provided instruction for a minimum of 10 days' worth of time either through online lessons or packets, where students lack access to technology.
- Students will have detailed instructions for what work to complete on each day that school may be closed by the County Department of Health.
- Teachers will utilize their classroom communication method (i.e., Class Dojo, Bloomz, Remind, email, teacher website, etc.) to deliver instructions for lessons and activities. This may include use of online resources such as Google Class Room, Accelerated Readers, ConnectED, Reading A – Z, Prodigy, Freckle, and more. If students not have access to the required technology, hard-copy packets of instruction will be provided. Instructional materials provided in packets will be scanned to the Middle Township School Website and arranged by teacher name. (Teacher online information; Remind, Class DoJo, Bloomz, email, etc. will also be posted to the district website)
- All Students will receive instructional materials and/or letter advising of online services by Monday, March 16, 2020 with instructions to leave them at home should a closure occur.
- Information will be relayed to families via Blackboard Connect, as necessary.

Middle School:

- Teachers will develop plans for instruction based on current instructional points in curricula in grades 6-8. Students in grades 6-8 will be provided with a folder of work with 10 days worth of instructional materials for each of their current courses.
- Students will have detailed instructions for what work to complete on each day that school may be closed by the County or NJ Department of Health.
- Instructional materials will be scanned to the Middle School Website and arranged by teacher name.

- All students will receive the instructional materials by end of day on Monday, March 16 with instructions to leave them at home should a closure occur.
- Information will be relayed to families via Blackboard Connect as necessary.

High School:

- Teachers will develop online plans for instruction based on current components in their curriculum. The plans will be posted on our high school website by the teacher's name. The major instructional platforms used by the staff will be Google Classroom, Remind and OnCourse.
- The school will communicate via different media platforms to update parents and students about the following: school closings/openings, where to find lessons on the high school website, and how to receive hard copies of materials if internet access is an issue.

Coastal Prep:

- Teachers will develop plans for instruction based on current instructional points in curricula in grades 9-12. Students will be provided with coursework on a weekly basis of instructional materials for each of their current courses via Google Classroom and through e-mail correspondence. Students enrolled in elective based virtual courses will continue via the current procedures.
- Students will have detailed instructions for what work to complete on each day that school may be closed by the County or NJ Department of Health.
- Instructional materials will be emailed and arranged by teacher and course.
- Information will be relayed to families via our transition coordinator and school administrator.
- All 7 students were polled as to whether they had electronic devices. Those not have a device will be provided with one and a form to borrow the device will be completed.

Demographic Profile of the district:

State funded pre-school: 156 students
 Homeless: 196 students
 Low Socio-Economic (LSE): 1,219
 Students with Disabilities: 563 attending district schools; 655 including students placed OOD
 English Language Learners (ELL): 80

Student Technology Access:

Principals in each building surveyed parents and students concerning internet access at home to complete online lessons. Any parent or student who indicated a need for paper packets of materials, a packet was given to the student. Any student absent from school on the day of distribution, packets may be mailed home or parents may pick up packets of assignments from the student's specific district school.

Plan Component #2

The district plan to provide appropriate special education and related services for students with

disabilities:

- **Lessons:** Teachers of students with disabilities will develop online plans for instruction based on current instructional points in curricula, and ensure that such plans address IEP goals. Paper copies of these plans will also be provided through the above referenced system of communication. The Child Study Team case managers will provide advice to teachers about the development such plans.
- **Assistive Technology:** A.T. devices will be sent home with students if required by the IEP.
- **Related Services** (i.e.: speech, OT/PT): Activity sheets in paper form will be provided to ensure related services such as speech, and occupational and physical therapy activities can be continued at home by the parent/guardian. Child Study Team services providers will monitor the frequency that students are not receiving in person related services, and through the IEP process will later determine individual student eligibility for compensatory hours once school is reopened.

Plan Component #3

District plan to provide school nutrition benefits or services for eligible students.

Schools/Site where distribution of meals will take place:

The following sites will be used for distribution of breakfast and lunch each day for a one and half hour period or until food is gone:

- Meadow Lark Run Apartments bus stop
- PetSmart parking lot nearest to Route 47
- Green Creek Fire Hall Parking Lot
- Martin Luther King Center Parking Lot
- Goshen School House parking lot
- Swainton Acme parking lot
- Elementary #2 parking lot

Meal distribution time approximately 12pm to 1:30pm

Meals: Breakfast and lunch together daily

Method for meal distribution:

The district will use a roster of students with a check off of each meal taken per student. The district plans to distribute breakfast and lunch in one pickup. Prepackaged items will be included in the meals that meet USDA food standards for a reimbursable breakfast and lunch.