



**School Closure Plan:**  
*Health-Related*

**Submitted by:**

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COMMERCIAL TOWNSHIP SCHOOL DISTRICT  
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## TABLE OF CONTENTS

Introduction	2
Background Information: COVID-19	2
Communication	3
Continuity of Non-Instructional School Operations	4
Demographics	5
<b><i>English Language Learners (ELL) /LSE</i></b>	6
Equity	7
Essential Employees	7
Nutrition	8
<b><i>Student Attendance</i></b>	8
<b><i>Summer Programming</i></b>	9
Appendix A: <i>Distance Learning</i> Program	
Appendix B: Essential Employees	

## Introduction

In February 2020, U.S. Centers for Disease Control and Prevention released a statement that advised communities to prepare for a domestic outbreak of the 2019 Novel Coronavirus, COVID-19. Commercial Township Schools (CTS) recognizes its responsibility to the greater good and to those most vulnerable to COVID-19. Similarly, CTS understands the important role schools play in students' lives. In the event of an outbreak of any infectious illness, including COVID-19, CTS aims to continue to wholly serve students' educational needs despite the remote framework that results from a public health-related school closure.

CTS works closely with the New Jersey Department of Education (NJDOE) and the New Jersey Department of Health (NJDOH). As additional information becomes available, the district will continue to communicate with families and the community via multiple communication platforms: recorded phone calls, letters home, CTS Facebook page, and the district's Website.

This document provides information about CTS's plans and preparations in the event of a local or regional outbreak of COVID-19 and a preemptive or reactive recommendation to close our schools as a strategy to limit transmission.

## Background Information: COVID- 19

### Authoritative Sources of Information

Various public officials have authorities related to the protection of public health and safety. During an outbreak of an infectious illness, the US government, New Jersey's Governor's office, the Centers for Disease Control (CDC), and the NJDOH are the leaders in directing efforts. Accurate, reliable information related to COVID-19 comes from the CDC and the DOH. CTS has shared out the following information regarding COVID-19 with its school community:

[www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

1. Share Facts About COVID-19
2. Stop the Spread of Germs
3. Symptoms of Coronavirus Disease 2019

[www.ccdoh.org](http://www.ccdoh.org)

1. Coronavirus, COVID-19 Fact Sheet

CTS cooperates with proper authorities regarding responding to an infectious illness. CTS's response to any outbreak of COVID-19 will be guided by the recommendations of the proper authorities.

### District Actions

In the event that recognized authorities recommend implementing a school closure, CTS will:

- Inform school constituents of the school closure, pertinent updates, and reopening notice
- Close schools for students and non-essential staff\*

- Provide students with the instructional materials and support needed to complete learning tasks through the *Distance Learning* program
- Provide “to-go” breakfast and lunches for students consistent with days in session
- Maintain regular communication with its school community, DOH, and NJDOE
- Ensure a smooth transition back to school when indicated

\* Essential staff will report as directed by the Superintendent.

### Purpose of Plan

CTS’s public health-related School Closure Plan will serve as a resource and guidance document for implementing a closure that is intended to limit transmission within our community. The primary goals of this plan are to:

- Prevent or minimize the spread of illness to those most vulnerable in the school community
- Preserve, to the extent possible, the continuity of essential school functions
- Provide remote instruction for our Pre-K through 8th grade student population during a school closure
- Ensure equitable access to remote instruction for all students through the *Distance Learning* program
- Address the provision of appropriate special education and related services for students with disabilities
- Provide breakfast and lunch for eligible students despite a school closure

<b>Communication</b>
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Various communication platforms will be utilized during the closure to ensure clear communication between school and home.

#### 1. Building Access

- a. Port Norris School and Haleyville-Mauricetown School will be closed.
- b. Administration will be on site until noon on Mondays and Wednesdays to oversee on site essential operations.
- c. Essential employees will be on site depending on the nature of their work and as directed by the Superintendent.
- d. Access cards will be disabled for non-essential employees during the school closure.

#### 2. Phone calls

- a. Main office staff will continue to work remotely, receive voicemail messages, and return calls promptly.
- b. Recorded messages will go out to parents/guardians through Blackboard Connect.

#### 3. District Website

- a. There will be a ‘School Closure’ section on the Website where related information is linked.
- b. There will be click-able links for students’ weekly assignments.
- c. <https://www.commercialschools.org/>

4. District Facebook page
  - a. Updates, pertinent COVID-19 information, reminders, and other global information will be shared out through the district's Facebook page.
  - b. <https://www.facebook.com/CTSchools1/>
5. E-mail
  - a. There is no group e-mail for CTS parents/guardians at this time. CTS will be attempting to update our database in order to create a group e-mail.
  - b. Staff will take home a district laptop device. Staff will communicate via e-mail with administration, technology coordinator, colleagues, and students/parents.
6. Other
  - a. Google Voice- for teachers to call students and for main office staff to return parents' calls
  - b. Google Hangouts - for teachers to use when feasible for meetings
  - c. Facetime - for teachers to use when feasible and for meetings
  - d. Conference calls - for CST meetings
  - e. Class Dojo - for teachers to use with parents/students
  - f. Google Classroom - for teachers to use with students in Grades 3-8
  - g. Google Classroom - for administration to collaborate with teachers daily and for attendance
  - h. Zoom - for virtual meetings
  - i. Google Meet - for BOE meetings
  - j. Paper flyers - with meal deliveries

<b>Continuity of Non-Instructional School Operations</b>
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Administration/Main office

The administrative team will rotate working on site at the direction of the Superintendent. One administrator will be designated the on-site administrator. This individual will ensure the smooth delivery of all non-instructional school operations. The other district administrators and office staff will work remotely and may be called upon to replace the essential on-site administrator in the event he/she cannot report.

Board of Education

The BOE will hold its meetings either in person or remotely via tele/video conferencing. Information regarding location, links, and how to attend/participate in a virtual board meeting will be shared out on the CTS Website.

Business office

Payroll, bills, and other functions of the business office will continue on schedule. Though the Business Administrator (BA) and the Board Clerk are essential employees who need some on site hours to ensure continuity, the BA and the Board Clerk will work remotely to the extent possible. Work on site will be conducted as needed.

Cleaning

Custodial staff from ABM will work 7:00-3:30. ABM team members will provide thorough cleaning including disinfecting with a product registered with the EPA as a disinfectant for COVID-19. In the event the school year ends under closure, the custodial staff may be called upon to pack classrooms.

### Food Service

Nutri-Serve will follow all federal and state mandated directions for distribution of breakfast and lunch. Two days of meals are distributed on Mondays; three days of meals are distributed on Wednesdays. Meals are delivered to students through the district's buses, drivers, and instructional aides. Deliveries are between 9:00-12:00.

### Maintenance

Maintenance staff will report 7:00-3:30 to continue the routine work associated with maintaining the buildings and grounds.

### Technology

CTS will distribute ChromeBooks to students to ensure all students have a dedicated device for school work. For any student in need, the school will use its resources to remove obstacles related to learning remotely. The digital divide is a real issue for students at CTS; however, the district will host events to distribute devices in order to mitigate this issue. Students will be loaned ChromeBooks for the duration of the closure. CTS is in a remote part of the county with unreliable internet connectivity for some. Internet service providers are limited, and hotspots are not prevalent. Students need to have both a device conducive for academic tasks and internet connectivity. To ensure connectivity, the district is offering guidance and support to parents/guardians through its technology team. We are prepared to assist parents with learning about hotspots and low cost ISP.

### Transportation

The district will use its district buses and bus drivers for food and work distribution. CTS is a free lunch district. In order to serve its entire population, CTS will have six delivery routes. New routes will be created to serve the entire population including: elementary, middle school, high school, walkers, and out-of-district students. Food distribution will be on Mondays and Wednesday. CTS will also transport materials and resources for its Distance Learning program. Projects packaged for students in pre-K through 2nd grade will be delivered along with food. Staff will also pick up completed work to be returned to the teacher.

## **Demographics**

The following demographic information reflects CTS as of 3/12/2020:

Number of enrolled students: HMS- 352; PNS - 149

Number of IEP's: 112      Number of speech only IEP's: 8

Number of ELL: 0      Number of LSE: 0

Number of Pre-K: 43

Number of students eligible under McKinney/Vento Act: 9

Number of medically fragile students (including 1:1 nursing in-district): 2

Percentage of 6th-8th students with a device and internet at home: 75%

Percentage of 6th-8th students without a device and/or without internet at home: 25%

<b><i>ELL/LSE</i></b>
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### **Differentiation & Access to Technology**

***The teacher of each ELL/LSE student makes contact with the family to ensure the student has access to technology and that there is internet connectivity in the home. If necessary, the school will provide a device and assistance with procuring connectivity. Once this is in place, the district is poised to provide the following:***

- ***assignments focused on building key skills, reviewing content, and introducing new materials through an online platform.***
- ***assignments differentiated and adapted according to ELL/LSE goals***
- ***adapted materials and assignments to meet students' needs***
- ***progress tracking in real time whether through virtual check-ins or phone conferences to set goals and action steps***

### **Communication**

***Any written communication sent to parents/guardians is translated into the family's language. It is important that educators are mindful of students' essential needs. Once it is established that essential needs and technology needs have been met, engagement in instruction will follow. Learners benefit from and develop language by using, practicing, playing, observing, thinking about, and discussing language. Encouraging any and all language use helps students to both maintain and develop language. With this in mind, educators will do the following:***

- ***teachers contact each student/family via phone***
- ***teleconference with each student independently via Facetime, Google Meet or Zoom***
- ***encourage and guide students and families to have conversations, tell jokes and stories, sing, and play with language***
- ***prompt students to watch programming and listen to podcasts in English and creatively use English closed-captioning or home language subtitles***
- ***invite students to notice language in their environment (scavenger hunts on signs, ads, and other environmental texts)***

### **Instruction**

- ***Invite students to use bilingual language skills (listening, speaking, reading, and writing) across the curriculum***
- ***language development is assessed through authentic projects, publications, and performances***

- *facilitate opportunities for students to interact with parents, such as interviews, and storytelling*
- *provide ways to show their understanding separate from their level of English language development*
- *student choice of one particular area within a content area to investigate more deeply or to clarify*

*\* Please note that at the drafting of this document CTS does not have any students who are ELL or LSE*

## Equity

Ensuring equitable access to learning for all is noble, right, and just work for educators. Despite the challenges inherent with this remote instructional model, CTS's *Distance Learning* program attempts to provide individual students with a comprehensive educational experience that aligns with recognized equitable practices. The following equitable measures are folded into the various moving parts of this plan, but it is important to list them for full disclosure and transparency:

- Pre-K through 2nd grade students will receive assignments and tasks that are not computer-based.
- Assignments are provided through a variety of ways according to what's feasible and appropriate for students. Students who do not have the ability to complete tasks electronically are not penalized; they have a paper/pencil option.
- The district intends to minimize the impact of 'digital divide' by providing 1:1 devices for students. The district's tech team will support and guide parents/guardians regarding connectivity.
- Breakfast and lunch meals are delivered two days a week to all CT residential students including walkers.
- Modifications to assignments are made to ensure students with IEP's and 504's can complete the task. Teachers take specific students' needs and the task design into consideration when modifying the task so that it yields the same reasonable "productive struggle" as their peers.
- For every assignment, there are resources provided by the teacher to assist students. Teachers make themselves accessible to students under the *Distance Learning* program throughout the closure.
- Information pertaining to the school closure are provided in English and in the ELL's primary language.
- Medically fragile students will be case managed by the district's nurses. The nurses will call regularly to check in with families and service providers if applicable. A log will serve as proper documentation
- Students who are placed out-of-district for IEP programming will be case managed by the district's CST. A member of the CST will call regularly to check in with families and service providers. A log will serve as proper documentation

## Essential Employees

Given the closure is public health-related, the district is guided accordingly to limit employee's exposure. School operations continue despite the closure; however, everything that can be accomplished remotely is done so. Certain operations cannot be done remotely, and they are: food preparation, food delivery, cleaning, maintaining the district's buildings/ground, business operations, and overseeing operations. Therefore, the



following roles are deemed “essential employees” to perform those critical operations on site: superintendent, business administrator, board clerk, maintenance workers (2), cafeteria staff (6), custodial staff (5), transportation department (7), and instructional aides (6) who are assisting with food distribution. The superintendent, business administrator, and board clerk will work on site as necessary. Personnel involved with food preparation and distribution are working Mondays and Wednesdays for an abbreviated day.

## Nutrition

CTS is a free breakfast and lunch district. The district will provide “grab and go” breakfasts and lunches that adhere to the nutrition guidelines for schools. Nutri-Serve is the food service provider, and they will prepare all meals for students on days in session during the closure. On days that school is in session, one lunch and one breakfast will be packed for each student. Using the district’s buses and drivers, CTS will deliver meals between 9:00 and 12:00 for two days on Mondays and for three days on Wednesdays. Nutri-Serve will provide the following foods as “grab and go” meals: Uncrustables, deli sandwiches, cereal, applesauce, cheese sticks, carrot sticks, muffins, milk, and a variety of packaged cracker items.

Students who attend schools out-of-district, whether part of Choice Schools program or an IEP-driven program, will also have meals delivered on days in session. These students are resident students for CTS even though they attend a school outside the district.

*Proper protocols to protect district staff who are preparing food and/or delivering food are in place. Staff are distanced 6 feet apart and wear personal protective equipment. Only the number of staff needed to perform the work are on-site. The areas where staff work are disinfected and routinely cleaned. Guidelines for distribution at bus stops include measures to limit person-to-person contact.*

## Student Attendance

*Students are marked ‘present’ during the closure. Educators are mindful that each family has a unique school/family life balance during the closure, and instruction is flexible to accommodate a range of situations. Parents are asked to report illness to the school just as they would when school is in session so that teachers can adjust engagement expectations accordingly. Students and the families establish patterns of connecting with school staff, and the district meets students/families where they are. Students are expected to participate and submit assignments, and this can be uniquely achieved. Students and their teachers, in a variety of ways and with varied frequency, connect in real time with regularity.*

*Performance during closure will not be factored into any retention decisions. Unless a student’s performance prior to the closure indicated retention, students will be promoted to the next grade despite any achievement gaps that may result from the mid-year transition to remote-based instruction. Generally speaking, the district takes a ‘hold harmless’ approach when it comes to student matters and decisions. Students are not penalized for having difficulty adapting to Distance Learning. Likewise, the district reserves the right to make decisions regarding unique student situations on a case by case basis.*

*When there is disruption to a student's participation/engagement pattern, other school staff intervene to assess the student's status and follow up accordingly. Teaching staff notify the school nurse who, in turn, makes an attempt to ascertain the student's wellness status. Depending on the nature of the cause of the disruption, the following actions may be indicated to address what the district learns to be the student's needs:*

- *provide a device and/or assistance to procure connectivity*
- *follow-up from other school staff (food service delivery, administration, counselor, social worker)*
- *referral to resource officer for a wellness check*
- *referral to a provider of home-based services to support student wellness*

## **Summer Programming**

### *ESY and Century 21*

*The district regularly runs two programs in the summer: Extended School Year (ESY) and Century 21. Given the anticipated progressive nature of re-entry, the district is not planning to establish any Title 1 extended learning programs, STEM programs, or learning assessment programs to run this summer.*

*The district is poised to deliver its ESY program both remotely and on-site. The program runs in July, and guidance from the Governor's executive orders and the NJDOE will dictate program delivery. If the program runs on-site, students will be transported via district busing and in accordance with social distancing and mask guidelines. While on-site for the program, the district will comply with recommended measures which could include temperature checks, hand sanitizer, numbers of persons assembled, social distancing, and masks. If the program is to run remotely, the Distance Learning plan will guide delivering the program remotely. The 21st Century program is run in partnership with Millville Public Schools, and the program is set to run remotely this summer.*

### *Assessment of Losses*

*The district subscribes to a 'hold harmless' approach when it comes to course credit. Therefore, no student will be penalized with credit loss as a result of a health-related school closure. Instead, every effort will be made to utilize end-of-year student-led conferences and formative assessments to determine any learning loss as a result of the spontaneous shift to distance learning.*

### *Graduation*

*The district has utilized surveys to ascertain students'/families' wishes regarding this traditional rite of passage. Students were not in favor of a virtual event; neither did they favor a modified drive-in event. Contingency plans include socially distanced staff on a bus tour of graduates' homes to deliver yard signs and "grad swag." The district will be guided accordingly by the NJDOE to hold an event that most closely resembles the traditional event, but the date is to be determined and hinges upon permissions from the Governor and survey feedback. Pre-K teachers and their aides are using district buses to personally make mini celebratory visits to each Pre-K student at their homes. All events conform to health/safety guidelines.*

Appendix A: *Distance Learning Program*



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## TABLE OF CONTENTS

Introduction	2
Differentiated & Student Directed Learning Tasks	2
<i>Distance Learning</i> Logistics	2
<i>Distance Learning</i> Program: Pre-K - 2nd Grade	4
<i>Distance Learning</i> Program: 3rd - 8th Grade	4
Equity	5
Related Services & Special Education	6
Social & Emotional Learning	7
<i>Distance Learning</i> Learning Task	8
<i>Distance Learning</i> Learning Task: Sample 3rd Grade	9-13
<b><i>Appendix A: Distance Learning Newsletters</i></b>	14-17

## **Introduction**

The NJDOE has provided guidance and procedures for any school health-related closings. Health-related closings will be recommended by the DOH and/or the Governor of the State of New Jersey. During a closure recommended by a proper authority, the district's school closure plan will be enacted to meet the educational needs of all children via "home instruction" in order to count those days toward the 180-day requirement.

## **Differentiated & Student-Directed Learning Tasks**

Differentiated and student-directed learning tasks will meet the needs of all students including our special education and 504 students. Modalities of learning can include but are not limited to online, digital, blended, platform-based, and pencil and paper instruction/assessment packets. The following guidelines describe components of *Distance Learning* learning tasks:

- Flexible learning opportunities that are NJSLS-aligned will be available for elementary and middle school students. Flexible learning opportunities that are ECERS-aligned will be available for early childhood students. "Flexible" means tailored to the learner's interest, allows for the learner to self-select, and directed by the learner.
- All instruction will be differentiated by content, process, or product in order to meet the needs of all students including: special education, 504's, ELL, on grade level, gifted/talented, and students in need of support to meet grade level expectations.
- Lessons that can be accessed via Google Classroom and/or traditional paper materials will be provided for students. Depending on the learning tasks, related materials will also be provided so that parents/guardians would not need to purchase anything additional for instruction and learning to be accessible.
- Internet connectivity permitting, all teachers will have access to e-mail, Google Drive, Google Hangouts, Google Classroom and PowerSchool throughout a closure. Teachers will also have a variety of non-internet based ways to connect with students including texting apps and Google Voice calls. When indicated, administration may be instrumental in reaching students. CTS recognizes the critical role relationships have in the learning process. Despite the distance, the school staff will maintain and/or establish relationships with students through technology in order to provide the support and conferencing students need for student-directed learning.

## ***Distance Learning Logistics***

### Distributing & Submitting Assignments

Middle school students and elementary students' parents/guardians were polled regarding the feasibility of delivering instruction through electronic platforms. The options included: traditional paper packets (P); pdf

documents linked on the District's Website intended to be printed at home (W); and electronic platforms like Google Classroom (e). This is the feedback: P - 25%; E - 75%; W - 0. Based on the feedback, CTS will provide primarily paper based assignments for pre-K through grade 2 and Google Classroom based assignments for grades 3-8. The district will utilize its resources to ensure students lacking devices and/or connectivity have both.

Learning tasks for pre-K through second grade will be delivered on Mondays through the food delivery routes. For 3rd through 8th graders, assignments will be primarily posted through Google Classroom. For exceptional circumstances that preclude the student from using Google Classroom, paper copies of assignments will be provided to students accordingly to ensure access. All learning tasks for each grade level will be scanned as a singular pdf and linked on the Website for the week. Parents/guardians and students will be able to refer to the school Website for assignments. Teachers who assign tasks through Freckle, iXL, Newsela, Reflex etc. will use those platforms to do so. Students who cannot access these platforms will be given an alternate paper/pencil task as an equitable practice.

Students will be able to turn-in assignments for grading through Google Classroom throughout a closure as well as in-person through our food delivery routes or in the drop box at HMS.

### Materials/Resources

For all students in pre-K through 8th grade, resources will be available for standards-aligned, project based, cross-curricular content learning tasks. Materials, resources, and assignments are available through the following:

- Paper copies - Paper/pencil materials will be dropped off during food delivery on Mondays and Wednesdays. To arrange for pick-up at HMS, parents/guardians will contact the main office.
- Electronic - All assignments will be posted as a pdf document on our Website so they can be referenced, viewed, and/or printed.
- Google Classroom - Students with devices and internet access will access via the Classroom. The district's goal is to be 1:1 for grades 3-8. The district will loan out ChromeBooks and assist with connectivity to reach this goal.
- Other E-platforms - This is class specific but may include: Freckle, iXL, Reflex etc.

### Support

It is expected that teachers provide resources for students that support their learning despite the limitations inherent with distance learning. Some of those resources include: reference documents that clarify content, video links, websites, weekly check-in call with the teacher, teacher's e-mail, Dojo for messaging, and Google Classroom. Each *Distance Learning* assignment will come with a cover sheet that includes the following information for students and parents/guardians:

- Grade/Content/Teacher(s)/Week of \_\_\_\_\_
- Title
- NJSLs and SLO's (in student and parent friendly terms)
- Directions
- Resources for students who get stuck or have questions
- Modifications for students who have an IEP (if applicable)

## Technology

Devices - CTS will distribute ChromeBooks to students to ensure all students have a dedicated device for school work. For any student in need, the school will use its resources to remove obstacles related to learning remotely. The digital divide is a real issue for students at CTS; however, the district will host events to distribute devices in order to mitigate this issue. Students will be loaned ChromeBooks for the duration of the closure.

Connectivity - CTS is in a remote part of the county with unreliable internet connectivity for some. Internet service providers are limited, and hotspots are not prevalent. Students need to have both a device conducive for academic tasks and internet connectivity. To ensure connectivity, the district is offering guidance and support to parents/guardians through its technology team. We are prepared to assist parents with learning about hotspots and low cost ISP.

### Distance Learning Program: Pre-K - 2nd Grade

For students in pre-K through grade 2, primary instructional materials are to be tangible and not wholly computer-based. Computer-based resources should be consistent with classroom instruction and to leverage personal connections in real time with students. Young children get enough screen time in their recreational hours, and they are still learning to read. Appropriate instruction and NJSLs aligned/ECERS compliant instruction for this age group is clearly defined as being play-based, hands on, and interactive. It should encourage movement, involve fine motor development, and incorporate bound text to introduce the concepts of print. Therefore, CTS is providing pre-K through 2nd graders with two cross-curricular project-based units that take a week to complete. Each project should incorporate two of the major disciplines: language arts, math, social studies, and science. Distribution of new materials and collection of completed assignments will be during food deliveries on Mondays and Wednesdays.

For every week of learning through the *Distance Learning* program, students will be tasked with two project based learning tasks - one for STEAM and one for the humanities.

STEAM task\* - Using SLO's from math and science NJSLs, teachers will put together a project that would take a week (5 hours math and 5 hours science) to complete. Materials and resources that would not be a reasonable household essential are expected to be provided by the district.

Humanities task\* - Using SLO's from language arts and social studies NJSLs, teachers will put together a project that would take a week (5 hours language arts and 5 hours social studies) to complete. Materials and resources that would not be a reasonable household essential are expected to be provided by the district.

\* - Special education teachers will collaborate with the core content teachers to modify materials/tasks for students with IEP's.

### Distance Learning Program: 3rd - 8th Grade

Students in grades 3 through 8 will receive instruction through the Google Classroom platform. Teachers will provide mini lessons via video conferencing or posted recordings. Teachers monitor, check, and clarify learning one-on-one using a variety of communication platforms. Regular communication and contact facilitated through technology is expected between teachers and students. For students in grades 3 through 8 who do not have

reliable home internet access, the district will issue the student a district ChromeBook for use throughout the closure and will assist the parent/guardian with internet connectivity via the district's tech team. For students with an extenuating circumstance that precludes the district from furnishing a student with a device and/or assisting with procuring connectivity, the district will substitute traditional paper/pencil packet material that mimics to the extent possible their peer's online educational experience. In this scenario, teachers are expected to put forth a good faith effort to maintain contact with students via calls or texts.

3rd-5th Grade - For every week of learning through the *Distance Learning* program, students will be tasked with two project based learning tasks - one for STEAM and one for the humanities.

STEAM task\* - Using SLO's from math and science NJSLs, teachers will put together a project that would take a week (5 hours math and 5 hours science) to complete. Materials and resources that would not be a reasonable household essential are expected to be provided by the district.

Humanities task\* - Using SLO's from language arts and social studies NJSLs, teachers will put together a project that would take a week (5 hours language arts and 5 hours social studies) to complete. Materials and resources that would not be a reasonable household essential are expected to be provided by the district.

\* - Special education teachers will collaborate with the core content teachers to modify materials/tasks for students with IEP's.

6th-8th Grade - For every week of learning through the *Distance Learning* program, students will be tasked with 5 hours of learning tasks for each core content area: math, language arts, science, and social studies. The learning tasks meet the following criteria:

- mimic NJSLA tasks \*\*
- provide practice for SLO's from NJSLs
- project-based learning
- math will continue curricular work according to tracked standards
- cross curricular units will incorporate language arts, science, and social studies
  - science component will focus on investigating related topics of interest
  - social studies will focus on reading primary documents and related texts
  - language arts will focus on themes about the human experience
- launched through Google Classroom

\*\*Traditional worksheets with low level recall in the form of fill in the blank, T/F, multiple choice items, matching etc. do not align with the rigor or intent of NJSLs; therefore, they are not acceptable.

<b>Equity</b>
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Ensuring equitable access to learning for all is noble, right, and just work for educators. Despite the challenges inherent with this model, CTS's *Distance Learning* program attempts to provide individual students with a comprehensive educational experience that adheres to recognized equitable practices. The following measures



are folded into the various moving parts of this plan, and it is important to list them for full disclosure and transparency:

- Pre-K through 2nd grade students will receive assignments and tasks that are not computer-based.
- Assignments are provided through a variety of ways according to the learner's profile. Students who do not have the ability to complete tasks electronically are not penalized; they have a paper/pencil option.
- The district intends to minimize the impact of 'digital divide' by providing 1:1 devices for students. The district's tech team will support and guide parents/guardians regarding connectivity.
- Breakfast and lunch meals are delivered two days a week to CTS residential students including walkers.
- Modifications to assignments are made to ensure students with IEP's and 504's can complete the task. Teachers take specific students' needs and the task design into consideration when modifying the task so that it yields the same reasonable "productive struggle" as their peers.
- For every assignment, there are resources provided by the teacher to assist students. Teachers will make themselves accessible to students under the *Distance Learning* program throughout the closure.
- Some of our students with special needs do not have the level of preparedness for the modified learning tasks described above. These students will be tasked weekly with two project based learning tasks - one for STEAM and one for the humanities. The self-contained special education teachers will tailor tasks to reflect individual levels of preparedness.

## **Related Services and Special Education**

### CST Meetings

CST meetings will still occur as conference calls or through other platforms that facilitate a telephonic or virtual meeting. The district will consider issuing proposed IEP amendments without meetings to any parents who may be willing to agree to their children receiving special education and related services remotely in a manner the district is poised to provide. Likewise, the district will consider obtaining written parental consent for the remote services via email or otherwise. The district will send the proposed IEP amendments by mail, email, or other means possible with a request that they sign and return the amendment form to reflect that the student will receive specific services remotely during the closure. The district will retain copies of all correspondences in which a parent states agreement to any matter relating to an IEP or its implementation and include a copy in the student's CST file.

Regarding IEP meetings, the case manager will communicate with parents to determine whether they are willing to postpone any IEP meetings by obtaining their written consent, even if via email, and be sure to carefully document exactly what the parents agreed upon as well as when the agreement was reached.

### Related Services

Until the NJ Legislature provides final clarification on related services, related therapists will provide home-based activities similar to what is provided for parents to do at home to maintain skills gained at school when school is in session. These maintenance activities are not considered service hours. Instead, they are an attempt to support parents to maintain and reinforce present skill levels and minimize regression during the lapse in direct service.

While the 2019 guidance from the NJDOE advised against teletherapy for students with disabilities, the NJ Legislature has passed a new law suggesting speech language services and counseling services may be provided remotely using an appropriate online platform under remote instruction. To the extent possible, through videoconferencing or teleconferencing, the district will provide services such as speech-language and school-based counseling to students whose IEP's stipulate these services. Providing speech and language therapy services may be accomplished remotely via videoconferencing; school-based counseling may be provided remotely via videoconferencing or phone call. If feasible, services delivered this way will be documented carefully. Proper documentation includes: student's name, date, time, duration, and provider for each session.

Individual related service plans that cannot be fulfilled during the closure will be fulfilled as doubled sessions or as compensatory service once schools reopen. Compensatory education services may be provided if doubled sessions cannot satisfy the student's needs. Each student's plan will be reworked through doubled sessions, compensatory service, or another arrangement as agreed upon by the CST. Plans in need of being recrafted will be done on a case-by-case basis.

## **Social & Emotional Learning (SEL)**

### Circle of Friends

In order to support all students, specials staff will facilitate virtual gatherings for smaller groups called 'Circle of Friends.' The purpose of this group is to attend to students' social relationships for emotional and overall well-being. The following list provides examples of activities:

- Group yoga sessions
- Group meditation
- Sharing "coloring book" masterpieces
- Sharing inspirational quotes/memes
- Checking in with each other
- Spirit Week
- Zoom lunch
- Read favorite poems/stories to each other
- Book Club

### Counseling

Counselors will check-in with individual students as part of *Distance Learning*. While the 2019 guidance from the NJDOE advised against teletherapy for students with disabilities, the NJ Legislature has passed a new law suggesting counseling services may be provided remotely using an appropriate online platform under remote instruction. To the extent possible, school-based counseling may be provided remotely via videoconferencing or phone call. If feasible, services delivered this way will be documented carefully. Proper documentation includes: student's name, date, time, duration, and provider for each session.

While clarification on this remains forthcoming, in the meantime it is in students' best interest to maintain connections and establish rapport with staff including counselors. In addition to checking-in with individual

students, CTS counselors will maintain a Google Classroom for events such as Spirit Weeks and strategies such as coping during the COVID-19 closure.

### Mindfulness

Teachers for pre-K through grade 2 will incorporate aspects of mindfulness and SEL for students through instruction.

All students in grades 3-8 will have access to CTS's Mindfulness/Well-Being Google Classroom. This virtual space is a central hub for links, strategies, connecting, and sharing. Students access links to videos/articles/podcasts etc. that provide strategies for a variety of pertinent topics related to self-care, coping, mindfulness, and general well-being. Yoga videos, meditation prompts, coloring tasks, breathing techniques are examples of the types of resources provided for students.



***Distance Learning: Learning Task***

<b>Grade:</b>		<b>Content:</b>	
<b>Teacher:</b>		<b>Week of:</b>	

<b>Title:</b>	
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<b>NJSLS:</b>	New Jersey Student Learning Standards can be viewed in their entirety on the NJDOE's Website: <a href="https://www.nj.gov/education/cccs/">https://www.nj.gov/education/cccs/</a>
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<b>SLO:</b>	Student Learning Objectives are written as WALT statements.
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<b>Directions:</b>	
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<b>For help:</b>	
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<b>For help from the teacher:</b>	
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***Distance Learning: Learning Task***

<b>Grade:</b>	3	<b>Content:</b>	Language Arts, Science
<b>Teacher :</b>	Ms. Schell/Mr. Lavell	<b>Week of:</b>	March 23, 2020

<b>Title:</b>	<i>How Do Dinosaurs Eat Their Food?</i> - Jane Yolen & Mark Teague
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<b>NJSLS:</b>	New Jersey Student Learning Standards can be viewed in their entirety on the NJDOE's Website: <a href="https://www.nj.gov/education/cccs/">https://www.nj.gov/education/cccs/</a> Language Arts: RL.3.2. , RF.3.4.A, RF.3.4.C, W.3.3.A,B,D Science: LS2.C, LS4.A
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<b>SLO:</b>	<p>Student Learning Objectives are written as WALT statements.</p> <p>We Are Learning To...determine the lesson in a story.</p> <p>We Are Learning To....explain how the lesson is revealed through key text details.</p> <p>We Are Learning To...read grade-level text with purpose and understanding.</p> <p>We Are Learning To....reread as necessary to confirm/self-correct words in context.</p> <p>We Are Learning To...establish a situation, introduce a character, and sequence a story.</p> <p>We Are Learning That...when the environment changes in ways that affect a place's physical characteristics, temperature, or availability of resources...some organisms die.</p> <p>We Are Learning That..some kinds of animals that once lived on Earth are now not found anywhere.</p>
-------------	---

<b>Directions:</b>	<input type="checkbox"/> Read <i>How Do Dinosaurs Eat Their Food?</i> out loud or silently. <input type="checkbox"/> Read the story again in a whisper voice. <input type="checkbox"/> Read the story to your pet or stuffed animal. <input type="checkbox"/> T chart for How not to/How to <input type="checkbox"/> Circle the words about the lesson ● in the story. <input type="checkbox"/> Brainstorm title and T chart to write your own story with a lesson. <input type="checkbox"/> Write/illustrate your How Do _____ ? story with a lesson. Use Google Slides or booklet. <input type="checkbox"/> Read DK text about dinosaur extinction and/or watch YouTube video: What Happened to the Dinosaurs? SciShow Kids <a href="https://www.youtube.com/watch?v=oXwoy-CeIZE">https://www.youtube.com/watch?v=oXwoy-CeIZE</a> <input type="checkbox"/> Dinosaur Detective <input type="checkbox"/> Independent Kind of Animal Study - AEIOU Choice Project
--------------------	---

<b>For help:</b>	<a href="https://www.youtube.com/watch?v=UgauDIXG4eY">https://www.youtube.com/watch?v=UgauDIXG4eY</a> (YouTube video of adult reading book) ●Hint - Lesson: It's about how to eat. ★Hint - Ideas for kind of animal: dogs, birds, fish, cats, snakes, sharks <a href="https://www.dkfindout.com/us/dinosaurs-and-prehistoric-life/dinosaurs/">https://www.dkfindout.com/us/dinosaurs-and-prehistoric-life/dinosaurs/</a> (dinosaurs, extinction)
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<b>For help from the teacher:</b>	1) E-mail/Dojo - I answer e-mails or Dojo texts from students and parents T-F 8:30-11:00 and 1:00-3:30.
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2) Phone - I will set up a time to call you and check-in.

# How Do Dinosaurs Eat Their Food? T-Chart


Name: \_\_\_\_\_

What is the lesson about eating? \_\_\_\_\_

There are 14 No and 8 Yes examples in the story. Look at the pictures and words.

**Directions:** Put your 5 favorite No and 5 favorite Yes examples in the T chart. You can copy the text or put it in your own words. Can you find them all?

## Eating

<b>No!</b> How to <b>NOT</b> eat food	 How to eat food
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	
10.	
11.	
12.	
13.	

14.

# YOUR TURN! How Do \_\_\_\_\_? Brainstorm

Name: \_\_\_\_\_

### Steps:

1. Look at the pictures in *How Do Dinosaurs Eat Their Food?* How many different different dinosaurs do you see? \_\_\_\_\_
2. The author picked Dinosaurs. You pick a *kind*★ of animal to be the story characters.  
\_\_\_\_\_
3. The author picked eat. You pick something humans have to do to survive.  
\_\_\_\_\_
4. The author added their food. Add more information  
\_\_\_\_\_





Your title is.....**How Do** \_\_\_\_\_

**?**

Your story needs 5 No examples and 3 Yes examples.

## T-chart for \_\_\_\_\_

 <b>No!</b> How to <b>NOT!</b>	 <b>YES!</b> How to :)
1.	1.
2.	2.
3.	3.
4.	

5.



# DINOSAUR DETECTIVE

Name: \_\_\_\_\_

Scientists ask questions and try to answer them using good information. Paleontologists are scientists who study fossils and dinosaurs. Things that once lived on Earth but do not now are called extinct. Dinosaurs are extinct. Sometimes scientists use clues to answer questions. Paleontologists want to know how dinosaurs became extinct. Learn about the many possible answers.

**Question:** How did dinosaurs become extinct?

**Directions:**

1. Read or watch the YouTube video about dinosaur extinction.
2. Which scientist's answer do you think is right?

1. I think the reason dinosaurs became extinct is \_\_\_\_\_

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2. The clue that makes me think this is \_\_\_\_\_

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3. What question do you have about dinosaurs?

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# AEIOU

## Independent Study Kind of Animal

Name: \_\_\_\_\_

### Checklist

✓	Steps
	#1: Pick the <i>kind</i> of animal you want to know more about. <i>Kind</i> means group. Examples - cats, dogs, birds, fish, snakes, sharks, _____, _____
	#2: Do research to learn about your kind of animal. You can use: books, videos, and Websites. Look on Google Classroom for links.
	#3: Look for tell your friends and family one (or more) thing for AEIOU
	<b>A = Adjective:</b> A word or two that describes your animal
	<b>E = Emotion:</b> Describe how feel about something you learned about your animal
	<b>I = Interesting:</b> Write something about your animal you found interesting
	<b>O = Oh!:</b> Describe something about your animal that caused you say Oh!
	<b>U = Um?:</b> Write a question about something you learned or want to learn more about
	#4: Discuss with the teacher how you will share your AEIOU. Ideas - Google Slides, Zoom presentation, portfolio of paper work

#5: AEIOU project is ready to share!

## Appendix A: Distance Learning Newsletters



# Distance Learning

## Chromebook Information for Parents/Guardians

HMS:(856)785-2333 • Website: <https://www.commercialschools.org/> • Facebook: <https://www.facebook.com/CTSschools1/>

### **Logging into the ChromeBook**

When the ChromeBook is turned on, the Chrome browser will pop up since the device is made to use the Chrome browser only. The next screen will ask for an e-mail to login. At CTS, a student's login is always in this format: [first.last@commercialschools.org](mailto:first.last@commercialschools.org)

For your convenience, the @commercialschools.org is already there; you only need to enter the first.last. Then it will ask for a password. Refer to the 10-digit number that begins with 5 zeros you were given with your student's login information. The first time you login, you need to agree to the terms for use. Once you agree, the ChromeBook will be ready to use.

### **Live Support**

We have staff who are available to support you and/or your student "live." Both individuals are employees of the CTS and they are available through their Google Voice # for technology issues:

Name	Hours	Contact #
Ms. Zeleniak	1:00 - 3:30 M-F	(609) 796-2639
Ms. Billington	3:00 - 7:00 M-F	(856) 421-0443

### **Popular Websites for K-2 @ HMS**

These are the sites that many of our K-2 teachers have students go to for individual skill practice. Teachers will provide you with log-in information.

[www.raz-kids.com](http://www.raz-kids.com)

[www.freckle.com](http://www.freckle.com)

<https://web.seesaw.me/> (app)

### **Zoom**



The bottom bar has quick links. One of those links is to Zoom through this old school video cam-corder icon. Many teachers are using Zoom for virtual meetings. You will be prompted for microphone and camera settings. The teacher has to provide the meeting ID number. We are also using Zoom for Circle of Friends meetings. You will have to email the staff member running the specific COF to get the meeting ID number ahead of time.

### **Google Meet**



Google Meet is another way to meet virtually. It works very similar to Zoom. The teacher provides you with access to the virtual meeting.

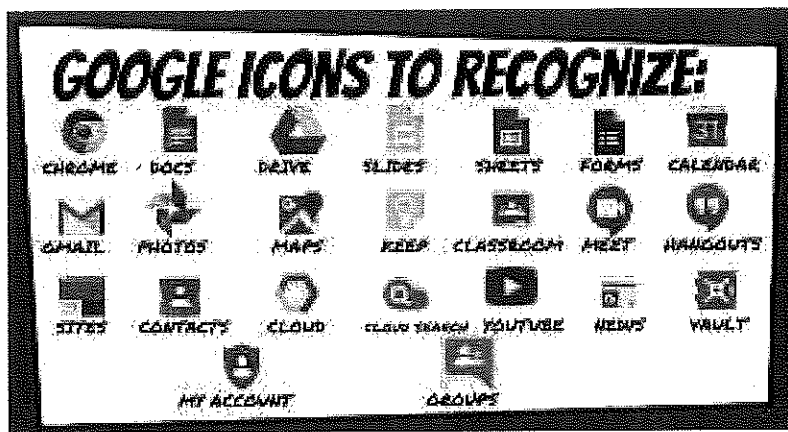
### **Search**

In the lower left corner, there is a circle icon. When you click on that, the bottom bar will expand up to reveal a search bar. You can search for a website, an app, or a feature in that search bar.

### **Google Classroom**



Teachers for grades 3-8 have "paperless" Google Classrooms.



CDC: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19) • CC Health Dept: [www.ccdoh.org](http://www.ccdoh.org) • 24-Hour Public Hotline 800-222-1222

Effective Tuesday, March 17, 2020, we are closing our schools to help curb the spread of pandemic COVID-19 for those most vulnerable in our community; however, school continues through...

## Distance Learning

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<p><b>Public Health School Closure Plans</b></p> <p>Schools in NJ that have a viable plan to continue education services during a closure such as this will have the days count towards the 180 required by law. CTS's plan involves launching its new <i>Distance Learning</i> program. While we aim to prevent/minimize the spread of illness in our school community, we also aim to preserve the continuity of essential school functions. The plan outlines that we'll do that through:</p> <ul style="list-style-type: none"> <li>• home instruction for Pre-K through 8th grade through our <i>Distance Learning</i> program</li> <li>• equitable access to learning for all students</li> <li>• provisions for students' related services</li> <li>• breakfasts/lunches served daily for all students</li> </ul>	<p><b>Breakfast &amp; Lunch in "Sack Packs"</b></p> <p>Instead of serving students in our cafeterias, we will be serving sack packs, or bag breakfasts and lunches. All meals continue to be free to every student in our district*. For distribution ease, we are packing students' sacks in a family pack. Families can pick up today's lunch and tomorrow's breakfast between 10:00 and noon on the cafeteria side of HMS. Call Mrs. Day @ 785-2333 if you want your family pack to go to the Forrest Lake Family Success Center. Pick-up window is also 10:00 to noon.</p> <p>* Students who are residents in Commercial Township but attend school outside the district are also entitled to participate. Call the school for assistance with that.</p>
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<p><b>Communication</b></p> <p>A variety of communication platforms will be utilized during the closure to ensure clear communication between school and home.</p> <p><b>Phone</b> - District and main office personnel can be reached @ HMS on days in session between the hours of 8:00-3:30. Recorded messages will go out to parents/guardians through Blackboard Connect. Teachers may make arrangements for check-in calls to students/parents.</p> <p><b>District Website</b> - There will be a 'Distance Learning' section on our Website where closure information will be linked. There will be click-able links for every grade/subject for that link to a pdf of the assignments for the week.</p> <p style="text-align: right;"><u>District</u></p>	<p><b>Distance Learning Program</b> Middle school students and elementary students' parents/guardians were polled regarding the feasibility of delivering instruction through electronic platforms. We offer assignments through various methods:</p> <ul style="list-style-type: none"> <li>• traditional paper packets</li> <li>• pdf documents on our Website</li> <li>• E-platforms like Google Classroom</li> </ul> <p>Paper packets will go home with "sack packs" on Mondays. Assignments for each grade level will be scanned as a singular pdf and linked on the Website for the week. Teachers who assign tasks through Freckle, iXL, Newsela, Google Classroom, Reflex etc. will use those platforms to do so. Students who cannot access</p>
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Facebook page - Updates, pertinent COVID-19 information, reminders, and other global information will be shared out through the Facebook page. E-mail - We do not have a group e-mail for parents/guardians. We will be attempting to update our database in order to create a group e-mail though. School staff can be reached through e-mail [First.Last@commercialschools.org](mailto:First.Last@commercialschools.org)

Other - Google Voice (app for calling); Google Hangout, FaceTime, Zoom (video chat); Class Dojo (text); Google Classroom; learning platforms that allow teachers to assign work

these platforms will be given an alternate paper/pencil task as an equitable practice. Each *Distance Learning* assignment comes with a cover sheet that includes the following information for students and parents/guardians: grade, subject, teacher(s), title, learning objectives, directions, resources for stuck students and questions, and modifications for students who have an IEP. Teachers will provide resources for students that support their learning despite the limitations inherent with distance learning. That includes: reference documents that clarify content, video links, websites, weekly check-in call with the teacher, e-mails, texts, and/or chats.

CDC: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19) • CC Health Dept: [www.ccdoh.org](http://www.ccdoh.org) • 24-Hour Public Hotline -800-222-1222



We are counting down the days until we are reunited with our students. In the meantime, it is another week of teaching/learning through

# Distance Learning

HMS:(856)785-2333 • Website: <https://www.commercialschools.org/> • Facebook: <https://www.facebook.com/CTSschools/>

## **ChromeBooks for 3rd through 8th Graders**

During the COVID-19 school closure, we want all students in grades 3 through 8 to have their own device to use for their school work. For families with multiple children, we want to make sure each student in the family has his/her own device. We call this a 1:1 initiative. We have loaned out some of the district's ChromeBooks to students already, but we are going to have two additional distribution times in order to get every 3rd through 8th grader to be 1:1. If you have a 3rd - 8th grade student who needs to borrow a ChromeBook from the school in order to get us to our 1:1 goal, plan to pick up a ChromeBook at HMS's main office next week:

- **Tuesday, March 31 10:00-12:00**
- **Thursday, April 2 10:00-12:00**

If you have connectivity issues, we have school staff ready to help you overcome that obstacle.

## **Spring 2020 NJSLA and DLM - Cancelled**

Gov. Murphy announced that the Spring 2020 administration of the state standardized tests, the NJSLA and the DLM, are cancelled. If you have a High School senior, this cancellation will not prevent students from meeting their graduation requirement.

**New School Hours** - On March 21, Gov. Murphy ordered that New Jerseyans *stay at home*. This results in our school cutting back additional hours. The only times when there is staff at the HMS office is Mondays and Wednesdays 9:00-12:00. Port Norris School remains closed. All questions, concerns, and issues should be directed to the main office at HMS. Please call either Mrs. Day @ 785-2333 x 2133 or Mrs. Robbins @ 785-1611 x3111. Despite our new hours, they get your voicemail

**Breakfast & Lunch - We Now Deliver!** - The initial plan to serve breakfast and lunch to our students on school days involved distribution sites. We have switched gears entirely. This week we started delivering meals to students using our buses two days a week. Monday was the first day, and we experienced quite a few hiccups. Our intent is not to inconvenience or disappoint our families. We switched to delivering to better serve our students and families. There are six bus routes covering the entire township including walkers. These are not the same routes as our regular elementary, middle, and HS runs. We are serving two days' worth of meals on Monday and meals for the rest of the week on Wednesday. We are also dropping off and picking up student work. Thank you for being patient with us as we adapt on the fly during the COVID-19 school closure.

**Tips for Being Home Together** - We know it is challenging to have students learning at home during a national pandemic. What can you do to support their well-being and maintain a sense of normalcy while they're out of school?

- ***Stick to a daily schedule.*** Predictable schedules and routines are good for students. Set expectations about getting up, getting dressed, and eating breakfast etc.
- ***Designate a special space for doing school work.*** Call it "an office" or make a school fort.
- ***Build breaks into your day.*** Include time for play, physical exercise, and emotional/mental health (drawing, yoga, meditation, relaxing).
- ***Play music to set the tone.*** Instead of having the TV and coronavirus news that causes students to worry, play calming music.

messages and will promptly return your call using a Google Voice number. You can also e-mail at: Kim.Day@commercialschools.org  
Lisa.Robbins@commercialschools.org  
**Teacher Hours** (on days in session) are 8:30-11:00 and 1:00-3:30 unless otherwise communicated.

- *Dedicate time to organize.* Organizing and cleaning up will minimize chaos and germs.
- *Plan to resolve conflicts.* Talk about and plan for ways in which you'll deal with family arguments or sibling rivalry.
- *Enjoy each other!* Make dinner together. Enjoy reading together before bedtime:)

**Communication** - A variety of communication platforms are being used to keep parents/guardians informed during the COVID-19 school closure. We do not have a group e-mail for our parent/guardian group, but we want to put one together. E-mail is an efficient way for us to communicate with you. You can help by sharing your e-mail address with our main office staff.

CDC: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19) • CC Health Dept: [www.ccdoh.org](http://www.ccdoh.org) • 24-Hour Public Hotline -800-222-1222



We greatly anticipate being reunited with our students when it is safe to do so. In the meantime, we continue teaching and learning through

## Distance Learning

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### **Marking Period #3**

Parents, guardians, and students in grades 3-8 can view students' grades for third marking period in PowerSchool. Go to 'Parent' tab on the school Website. There is a link labeled 'Power School Parent.' If you need login credentials, e-mail your student's counselor for that information.

Gr. 3-5: kimberly.geremia@commercialschools.org

Gr. 6-8: tarin.leech@commercialschools.org

Once into PowerSchool, 'Quick Lookup' allows you to view attendance, grades, and teachers' comments. Click on the grade to view any comments.

### **Students' Belongings**

When school closed in March, many of us did not anticipate the extended length of the closure. For that reason, we have many students' belongings. We are in the process of packing students' belongings and making arrangements to return them to students. More information on that process will be forthcoming.

### **COVID-19 School Closure Plan**

Our school closure plan can be accessed and reviewed on our Website. The plan for our *Distance Learning* Program is Appendix A in the School Closure Plan. For more information about this health-related school closure and/or *Distance Learning*, click on the 'School Closure' link on the main page of our Website.

### **Contact Us**

As directed by Governor Murphy's orders, both schools remain closed to the public. Our main office staff will continue to respond to your messages. Please leave messages for either Mrs. Day @ 785-2333 x 2133 or Mrs.

### **Circle of Friends**

Students' emotional and social well-being is important to us. We recognize that social distancing can lead to social isolation, but we are doing our level best to prevent that from happening. Circle of Friends (COF) offers a variety of interest-based social gatherings for students. They are led by members of the CTS staff through teleconferencing (Zoom or Google Meet). Circle of Friends is not a graded class and it is not mandatory. Teachers are sharing the COF schedule with students. Activities include:

- arts/crafts
- cooking/lunch
- games/hobby
- exercise
- socialization
- virtual trips
- arts/music
- outdoors

The launch date for COF is **Monday, April 27th!** This is an exciting new program, and we look forward to connecting with our students through COF!

### **Attendance**

School hours are 8:30-11:00 (AM) and 1:00-3:30 (PM). Our ChromeBook distribution was very successful to reach our goal of all 3rd - 8th students having their own device dedicated for their school work. One of the best benefits of students having their own devices is not sharing! Student siblings should be able to attend Zoom sessions and complete school work during the AM and PM school hours. We know home school is challenging for parents/guardians. We hope that having every student in





## COVID-19 End-of-School on Closure/Reopening: BOE Update 6/9/20

### Graduation

- Gave students options: postpone until fall, mini ceremonies at school in July, party bus for certificate drop off, or cancel - 70% chose party bus
- Consulted with NJSP, OEM for CC, and Dept. of Health
- Filed our plan with the DOE

### End-of-Year Loose Ends

- Collecting back Chromebooks this week
- Teachers' classrooms have all been packed, keys/fobs collected
- Final report cards will be mailed home

### Summer

- We have two programs: ESY and Club 21 - both are running remote
- We are loaning Chromebooks to student for summer programs
- Partnering with SJFood Bank for summer meals - starts in July
- DOE sent out a parent survey last week about levels of confidence with sending students back to school, ECS for CC has gathered feedback from county Superintendents about various aspects of reopening and sent that compiled data to DOE
- CTS has a 12 person reopening committee that has met once so far to discuss possible scenarios for reopening

### Reopening Committee

- We expect guidance from the DOE on reopening sometime in June
- Initial poll of our reopening committee re: 50% capacity for social distancing - alternate days or weeks but keep households together
- Need to conduct a parent survey (Rate your comfort level with students returning. Which schedule can you work with - alternate days or weeks? Will you transport your students? Will you provide your student with a mask?)
- Screening students - logistical problems doing this on the bus; more feasible to screen @ school
- Close playground, cafeteria, and specials classrooms - everything to happen in homeroom
- Masks - not realistic for some of our students
- Handwashing - ask parents to start establishing routine this summer, do lessons, and make it a class routine
- High risk students - on home instruction
- Practice day for online instruction to prepare for higher engagement in the event of a rolling closure







# Distance Learning

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### Live Support

We have staff who are available to support you and/or your student "live." Both individuals are employees of the CTS and they are available through their Google Voice # for technology issues:

Name	Hours	Contact #
Ms. Zeleniak	1:00 - 3:30 M-F	(609) 796-2639
Ms. Billington	3:00 - 7:00 M-F	(856) 421-0443

### Popular Websites for K-2 @ HMS

These are the sites that many of our K-2 teachers have students go to for individual skill practice. Teachers will provide you with log-in information.  
[www.raz-kids.com](http://www.raz-kids.com)  
[www.freckle.com](http://www.freckle.com)  
<https://web.seesaw.me/> (app)

### Zoom



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### Google Meet



Google Meet is another way to meet virtually. It works very similar to Zoom. The teacher provides you with access to the virtual meeting.

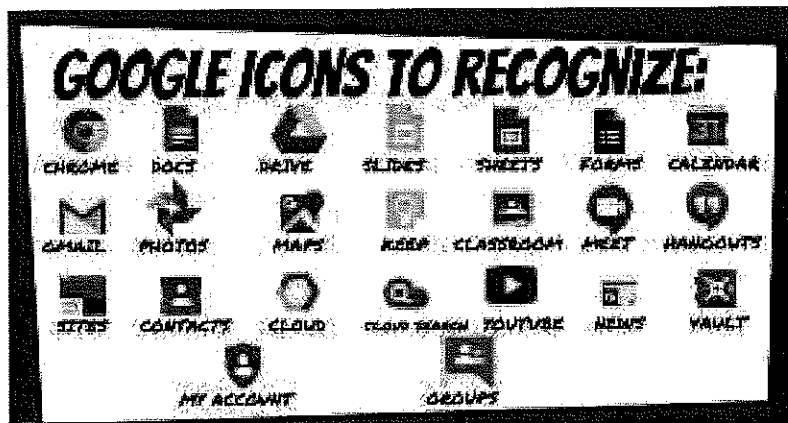
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Effective Tuesday, March 17, 2020, we are closing our schools to help curb the spread of pandemic COVID-19 for those most vulnerable in our community; however, school continues through...

# Distance Learning

HMS:(856)785-2333 • Website: <https://www.commercialschools.org/> • Facebook: <https://www.facebook.com/CTSchools1/>

## **Public Health School Closure Plans**

Schools in NJ that have a viable plan to continue education services during a closure such as this will have the days count towards the 180 required by law. CTS's plan involves launching its new *Distance Learning* program. While we aim to prevent/minimize the spread of illness in our school community, we also aim to preserve the continuity of essential school functions. The plan outlines that we'll do that through:

- home instruction for Pre-K through 8th grade through our *Distance Learning* program
- equitable access to learning for all students
- provisions for students' related services
- breakfasts/lunches served daily for all students

## **Breakfast & Lunch in "Sack Packs"**

Instead of serving students in our cafeterias, we will be serving sack packs, or bag breakfasts and lunches. All meals continue to be free to every student in our district\*. For distribution ease, we are packing students' sacks in a family pack. Families can pick up today's lunch and tomorrow's breakfast between 10:00 and noon on the cafeteria side of HMS. Call Mrs. Day @ 785-2333 if you want your family pack to go to the Forrest Lake Family Success Center. Pick-up window is also 10:00 to noon.

\* Students who are residents in Commercial Township but attend school outside the district are also entitled to participate. Call the school for assistance with that.

## **Communication**

A variety of communication platforms will be utilized during the closure to ensure clear communication between school and home.

**Phone** - District and main office personnel can be reached @ HMS on days in session between the hours of 8:00-3:30. Recorded messages will go out to parents/guardians through Blackboard Connect. Teachers may make arrangements for check-in calls to students/parents.

**District Website** - There will be a 'Distance Learning' section on our Website where closure information will be linked. There will be click-able links for every grade/subject for that link to a pdf of the assignments for the week.

**District Facebook page** - Updates, pertinent COVID-19 information, reminders, and other global information will be shared out through the Facebook page.

**E-mail** - We do not have a group e-mail for parents/guardians. We will be attempting to update our database in order to create a group e-mail though. School staff can be reached through e-mail [First.Last@commercialschools.org](mailto:First.Last@commercialschools.org)

**Other** - Google Voice (app for calling); Google Hangout, FaceTime, Zoom (video chat); Class Dojo (text); Google Classroom; learning platforms that allow teachers to assign work

## **Distance Learning Program**

Middle school students and elementary students' parents/guardians were polled regarding the feasibility of delivering instruction through electronic platforms. We offer assignments through various methods:

- traditional paper packets
- pdf documents on our Website
- E-platforms like Google Classroom

Paper packets will go home with "sack packs" on Mondays. Assignments for each grade level will be scanned as a singular pdf and linked on the Website for the week. Teachers who assign tasks through Freckle, iXL, Newsela, Google Classroom, Reflex etc. will use those platforms to do so. Students who cannot access these platforms will be given an alternate paper/pencil task as an equitable practice. Each *Distance Learning* assignment comes with a cover sheet that includes the following information for students and parents/guardians: grade, subject, teacher(s), title, learning objectives, directions, resources for stuck students and questions, and modifications for students who have an IEP. Teachers will provide resources for students that support their learning despite the limitations inherent with distance learning. That includes: reference documents that clarify content, video links, websites, weekly check-in call with the teacher, e-mails, texts, and/or chats.





We are counting down the days until we are reunited with our students.  
In the meantime, it is another week of teaching/learning through

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## **ChromeBooks for 3rd through 8th Graders**

During the COVID-19 school closure, we want all students in grades 3 through 8 to have their own device to use for their school work. For families with multiple children, we want to make sure each student in the family has his/her own device. We call this a 1:1 initiative. We have loaned out some of the district's ChromeBooks to students already, but we are going to have two additional distribution times in order to get every 3rd through 8th grader to be 1:1. If you have a 3rd - 8th grade student who needs to borrow a ChromeBook from the school in order to get us to our 1:1 goal, plan to pick up a ChromeBook at HMS's main office next week:

- **Tuesday, March 31 10:00-12:00**
- **Thursday, April 2 10:00-12:00**

If you have connectivity issues, we have school staff ready to help you overcome that obstacle.

## **Spring 2020 NJSLA and DLM - Cancelled**

Gov. Murphy announced that the Spring 2020 administration of the state standardized tests, the NJSLA and the DLM, are cancelled. If you have a High School senior, this cancellation will not prevent students from meeting their graduation requirement.

**New School Hours** - On March 21, Gov. Murphy ordered that New Jerseyans *stay at home*. This results in our school cutting back additional hours. The only times when there is staff at the HMS office is Mondays and Wednesdays 9:00-12:00. Port Norris School remains closed. All questions, concerns, and issues should be directed to the main office at HMS. Please call either Mrs. Day @ 785-2333 x 2133 or Mrs. Robbins @ 785-1611 x3111. Despite our new hours, they get your voicemail messages and will promptly return your call using a Google Voice number. You can also e-mail at: [Kim.Day@commercialschools.org](mailto:Kim.Day@commercialschools.org) [Lisa.Robbins@commercialschools.org](mailto:Lisa.Robbins@commercialschools.org)

**Teacher Hours** (on days in session) are 8:30-11:00 and 1:00-3:30 unless otherwise communicated.

## **Breakfast & Lunch - We Now Deliver!**

The initial plan to serve breakfast and lunch to our students on school days involved distribution sites. We have switched gears entirely. This week we started delivering meals to students using our buses two days a week. Monday was the first day, and we experienced quite a few hiccups. Our intent is not to inconvenience or disappoint our families. We switched to delivering to better serve our students and families. There are six bus routes covering the entire township including walkers. These are not the same routes as our regular elementary, middle, and HS runs. We are serving two days' worth of meals on Monday and meals for the rest of the week on Wednesday. We are also dropping off and picking up student work. Thank you for being patient with us as we adapt on the fly during the COVID-19 school closure.

**Tips for Being Home Together** - We know it is challenging to have students learning at home during a national pandemic. What can you do to support their well-being and maintain a sense of normalcy while they're out of school?

- **Stick to a daily schedule.** Predictable schedules and routines are good for students. Set expectations about getting up, getting dressed, and eating breakfast etc.
- **Designate a special space for doing school work.** Call it "an office" or make a school fort.
- **Build breaks into your day.** Include time for play, physical exercise, and emotional/mental health (drawing, yoga, meditation, relaxing).
- **Play music to set the tone.** Instead of having the TV and coronavirus news that causes students to worry, play calming music.
- **Dedicate time to organize.** Organizing and cleaning up will minimize chaos and germs.
- **Plan to resolve conflicts.** Talk about and plan for ways in which you'll deal with family arguments or sibling rivalry.
- **Enjoy each other!** Make dinner together. Enjoy reading together before bedtime.)

**Communication** - A variety of communication platforms are being used to keep parents/guardians informed during the COVID-19 school closure. We do not have a group e-mail for our parent/guardian group, but we want to put one together. E-mail is an efficient way for us to communicate with you. You can help by sharing your e-mail address with our main office staff.





We greatly anticipate being reunited with our students when it is safe to do so. In the meantime, we continue teaching and learning through

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## Marking Period #3

Parents, guardians, and students in grades 3-8 can view students' grades for third marking period in PowerSchool. Go to 'Parent' tab on the school Website. There is a link labeled 'Power School Parent.' If you need login credentials, e-mail your student's counselor for that information.

Gr. 3-5: kimberly.geremia@commercialschools.org

Gr. 6-8: tarin.leech@commercialschools.org

Once into PowerSchool, 'Quick Lookup' allows you to view attendance, grades, and teachers' comments. Click on the grade to view any comments.

## Students' Belongings

When school closed in March, many of us did not anticipate the extended length of the closure. For that reason, we have many students' belongings. We are in the process of packing students' belongings and making arrangements to return them to students. More information on that process will be forthcoming.

## COVID-19 School Closure Plan

Our school closure plan can be accessed and reviewed on our Website. The plan for our *Distance Learning* Program is Appendix A in the School Closure Plan. For more information about this health-related school closure and/or *Distance Learning*, click on the 'School Closure' link on the main page of our Website.

## Contact Us

As directed by Governor Murphy's orders, both schools remain closed to the public. Our main office staff will continue to respond to your messages. Please leave messages for either Mrs. Day @ 785-2333 x 2133 or Mrs. Robbins @ 785-1611 x3111. Despite the closure, they get your voicemail messages and will promptly return your call. You can also e-mail at: Kim.Day@commercialschools.org  
Lisa.Robbins@commercialschools.org

**Teacher Appreciation Week** is May 4-8. Please send pictures with special messages to kristin.schell@commercialschools.org so we can create a video! Be creative and have fun. *Shh!* It's a surprise!

## Circle of Friends

Students' emotional and social well-being is important to us. We recognize that social distancing can lead to social isolation, but we are doing our level best to prevent that from happening. Circle of Friends (COF) offers a variety of interest-based social gatherings for students. They are led by members of the CTS staff through teleconferencing (Zoom or Google Meet). Circle of Friends is not a graded class and it is not mandatory. Teachers are sharing the COF schedule with students. Activities include:

- arts/crafts
- cooking/lunch
- games/hobby
- exercise
- socialization
- virtual trips
- arts/music
- outdoors

The launch date for COF is **Monday, April 27th!** This is an exciting new program, and we look forward to connecting with our students through COF!

## Attendance

School hours are 8:30-11:00 (AM) and 1:00-3:30 (PM). Our ChromeBook distribution was very successful to reach our goal of all 3rd - 8th students having their own device dedicated for their school work. One of the best benefits of students having their own devices is not sharing! Student siblings should be able to attend Zoom sessions and complete school work during the AM and PM school hours. We know home school is challenging for parents/guardians. We hope that having every student in the house on the same schedule helps families establish routines. Some students have even created their own "offices" at home to help them focus. We do expect to see and/or hear from students on days we are in session. If your student will not be 'seen or heard from', call to report the student absent. We are still required to keep attendance records during the closure.

## Start every school day with a "mindfulness moment" from **Reboot!**

Each 3-4 min. recording includes mindful breathing, a social/emotional tool, & a tip for an awesome day!

**Site:** <https://streams.thisisreboot.com/> **Username:** [inhale@thisisreboot.com](mailto:inhale@thisisreboot.com) **Password:** justbreathe

