

***Avon School District***

***School Closure Preparedness Plan***

The attached guidance serves as the Avon School District's public health-related *School Closure Preparedness Plan* in response to the COVID-19 pandemic. Content within this plan has been developed by the Avon School District administration and faculty and has been reviewed by the Monmouth County Department of Education.

## ***School Closure Preparedness Plan - Roles & Responsibilities***

| <b>Staff</b>   | <b>Student</b>  | <b>Parent</b>  |
|--|---|--|
| Update the platform(s) for content delivery each morning and develop instructional plans as needed | Dedicate the time needed for learning and assignment completion   | Encourage successful learning routines and environments                                      |
| Engage with students individually and collectively in the distance learning environment            | Check Google Classroom/teacher websites daily for updated assignments and have guardians help as needed | Check in with children to ensure assignments are completed following given timelines         |
| Read and respond to all emails   | Establish the appropriate environment and routines needed for successful learning                       | Engage in meaningful dialogue with children to support their learning                        |
| Provide constructive feedback to students  | Submit assignments by given timelines   | Encourage children (as appropriate) to directly contact teachers with concerns or challenges |
| Communicate with students and guardians to ensure that students have success with assignments      | Engage with teachers and classmates in virtual classroom discussions                                    | Communicate directly with teachers (as appropriate) any issues, concerns, or needs you have  |
| Modify and accommodate instruction as necessary to meet student needs                              | Communicate directly with teachers any issues, concerns, or needs                                       | Ensure your child's compliance with district Acceptable Use Policy for technology            |
| Facilitate conference calls as needed with colleagues and families                                 | Maintain compliance with district Acceptable Use Policy for technology                                  |  |
| Address breaches of district Acceptable Use Policy for technology                                  |   |  |

## ***School Closure Preparedness Plan - Schedule***

| <b>Staff Member</b>   | <b>Instructional Schedule</b>               |                      | <b>Platform</b>  |
|---|---|----------------------|--|
| PreK  | 9:00 AM                                     | Assignments posted   | Paper-based Packets<br>Class Website                     |
|   | 9:00 - 11:00 AM                             | Teacher office hours | Gmail  |
|   |   |                      |  |
| Grades K & 1<br><i>General Ed &amp; TOSD</i>                      | 9:00 AM                                     | Assignments posted   | Paper-based Packets<br>Class Website                     |
|   | 9:00 - 11:00 AM                             | Teacher office hours | Gmail  |
|   |   |                      |  |
| Grades 3-8<br><i>General Ed &amp; TOSD</i>                        | 9:00 AM                                     | Assignments posted   | Paper-based Packets<br>Google Classroom<br>Class Website |
|   | 9:00 - 11:00 AM                             | Teacher office hours | Gmail  |
|   |   |                      |  |
| Grades K-8 Related Arts<br><i>Health/PE, Art, Music, WL, Tech</i> | 9:00 AM                                     | Assignments posted   | Paper-based Packets<br>Google Classroom<br>Class Website |
|   | 9:00 - 11:00 AM                             | Teacher office hours | Gmail  |
|   |   |                      |  |
| Supplemental Reading<br><i>Reading Specialist/MSRI</i>            | TBD   | Direct instruction   | *Specialists will coordinate directly with families      |
| Counseling  |   |                      |  |
|   |   |                      |  |
| Related Services<br><i>Speech-Language/OT</i>                     | Compensatory services upon return to school |                      |  |

## ***School Closure Preparedness Plan - Staff Assignments***

| <b>Staff Member</b>   | <b>Instructional Assignment</b>   |
|---|---|
| PreK  | Individual assignments emailed to parents w/ modifications/accomodations provided as needed   |
| Grades K-2<br><i>General Ed &amp; TOSD</i>                          | Google Classroom or website content to students<br>Special Services to provide modifications/accommodations as per student document |
| Grades 3-5<br><i>General Ed &amp; TOSD</i>                          | Google Classroom or website content to students<br>Special Services to provide modifications/accommodations as per student document |
| Grades 6-8<br><i>General Ed &amp; TOSD</i>                          | Google Classroom or website content to students<br>Special Services to provide modifications/accommodations as per student document |
| Related Arts<br><i>Health/PE, Art, Music, WL, Tech</i>              | Google Classroom or website content to students   |
| Supplemental Reading<br><i>Reading Specialist/Wilson Specialist</i> | Lessons assigned by staff to target student goals/objectives<br>Teleconference provided for individual sessions                     |
| Counseling  | Support provided via phone conference if warranted to address individual needs<br>Teleconference provided for individual sessions   |
| Related Services<br><i>Speech-Language/OT</i>                       | Compensatory services upon return to school   |
| Out of District   | Receiving school to provide distance learning opportunities   |

## ***School Closure Preparedness Plan - Instructional Plan***

| <b>Staff Member</b>  | <b>Instructional Plan</b>   |
|--|---|
| PreK   | Remote content delivery for individual students<br>Emergency substitute plans developed that allow for virtual content delivery in the event teacher gets sick<br>Teacher "Office Hours" to allow for 1:1 parent communication  |
| Grades K-8<br><i>General Ed &amp; TOSD</i><br><br>Related Arts<br><i>Health/PE, Art, Music, WL, Tech</i> | Remote content delivery for students (targeted group or whole class)<br>Emergency substitute plans developed that allow for virtual content delivery in the event teacher gets sick<br>Teacher "Office Hours" to allow for 1:1 student conferences and parent communication |
| Supplemental Reading<br><i>Reading Specialist/Wilson Specialist</i><br><br>Counseling                    | Remote content delivery for groups<br>Teleconferencing available for 1:1 sessions<br>Compensatory services as needed  |
| Related Services<br><i>Speech-Language/OT</i>  | Compensatory services upon return to school   |

## ***School Closure Preparedness Plan - Access***

### **Action Item(s)**

|                               |   |
|-------------------------------|---|
| Internet/Device Access        | Google Survey distributed via eAlert (text) with individual follow-up and coordination for families not identified<br>Device deployment to students as needed<br>Internet access provided for identified households<br>Paper-based supplemental materials as needed |
| Free & Reduced Lunch          | Weekly "grab and go" cold lunches to be picked up at school on Mondays (11:00 am - 1:00 pm) in coordination with local vendor   |
| Special Services Requirements | Outlined in assignments, instructional plan and schedule  |