

Scotch Plains-Fanwood Public Schools
Flex Learning Plan
March 20, 2020



Dr. Joan Mast
Superintendent of Schools

Dr. Karen Kulikowski
Board President

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Business Administrator / Board Secretary

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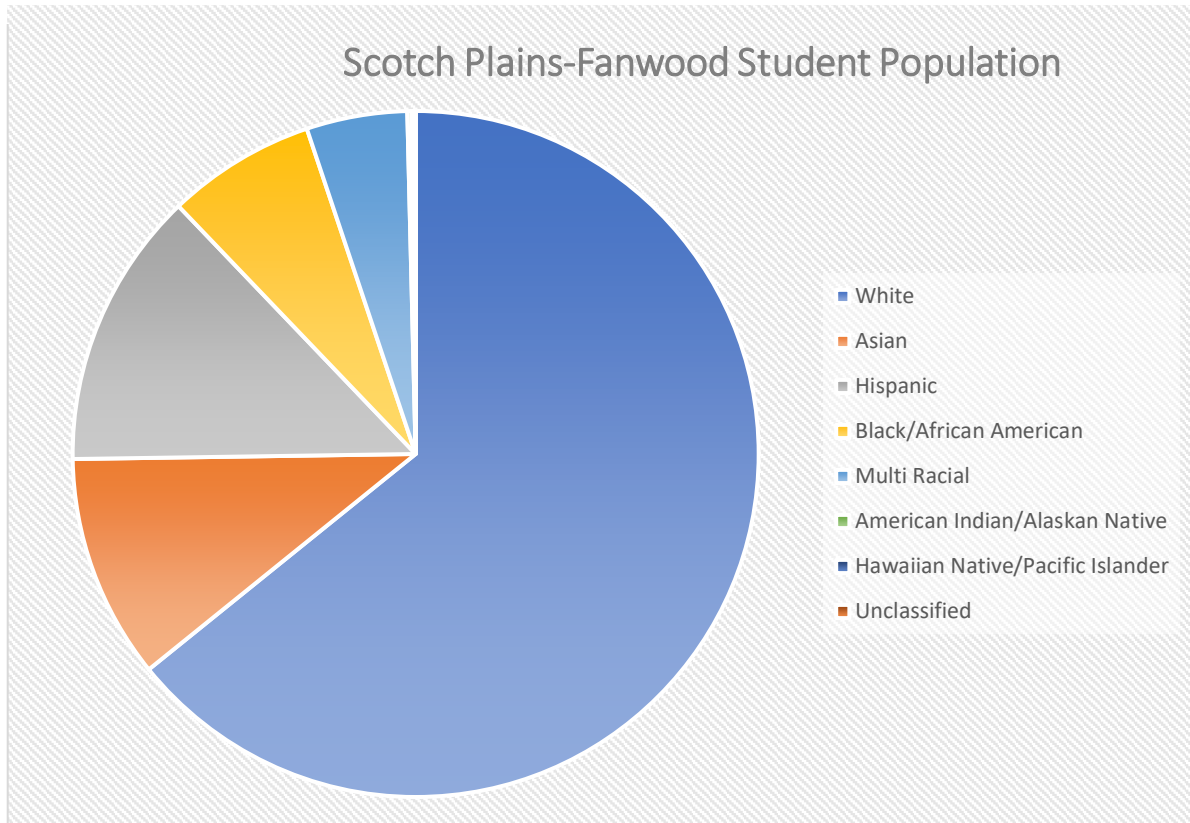
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District Demographic Profile

The Scotch Plains-Fanwood School district serves a total of 5663 students enrolled in five elementary schools, two middle schools and a high school in regular and special education programs. The Pre-K program consists of 170 students in total, with 117 General Education students, and 53 receiving Special Education Services. The school system houses a diverse population of students; 599 Asian, 397 Black/African- American, 741 Hispanic, 11 American Indian/ Alaskan Native, 269 Multi-Racial, 10 Hawaiian Native/ Pacific Islander, 3635 White, and 1 Unclassified.



Scotch Plains-Fanwood Schools are composed of 3.6% Economically Disadvantaged Students and 0.9% English Language Learners. The District services 850 Special Education students, and 155 students with Speech Pathology services, totaling at 1005 students eligible for and receiving services.

Scotch Plains-Fanwood Emergency Closing Procedures

Communication During Closing

- Central Office Team 10 a.m. daily call with Scotch Plains and Fanwood Health Department.
- SWIFTK12
- [Scotch Plains-Fanwood District Website](#)
- All Staff will have access to their emails during the regularly scheduled school hours.
- Online/phone conference IEP meetings.

Continuity of Operations

- Payroll will continue on schedule
- BOE Meetings will run remotely via Google Hangout.
- Pomptonian Food Service will provide grab and go meals to eligible students. Bus drivers will be delivering shelf stable meals daily.

Home Instruction

- Flexible Learning Opportunities will be available through our website and through teacher's Google Classrooms for Elementary, Middle and High School students.
- Teachers will have prepared lessons that can be accessed via technology as well as through traditional paper materials sent home from the school.
- We will be providing internet hotspots and Chromebooks for students who are in need of technology resources. Distribution will be through our technology department.
- All instruction will be differentiated in order to meet the needs of ALL our students:
 - ESL/ELL
 - Special Education/504
 - At-Risk
 - On Grade Level
 - Gifted and Talented
- Student absences will be recorded as usual.
- Students will be able to provide feedback on their assignments and student learning logs will be reviewed upon returning to school. Students and/or parents will be able to contact their teachers about assignments via email. Teachers will reply to the students and/or parents by the end of the next school day.
- Individual IEP and 504 related service plans will be designed to meet each student's needs by providing materials and resources for continuity of services.
- Internet connectivity permitting, all students and teachers will have access to Gmail, Google Drive, Google Classroom and Google Hangout throughout the closing.
- Based on surveying our community we have an ample number of hotspots and Chromebooks to distribute to students that need them.

Scotch Plains-Fanwood Dept. of Special Services Emergency Closing Procedures (School Closing Contingency Plan)

Nurses

- Maintain communication with local health department and state health department.
- Communicate with individual families regarding medical concerns via email or phone.
- Prepare Plan of Action for school re-opening.
- Communicate with district staff and administration regarding medical questions that may arise.

Child Study Teams

- IEP Meeting
 - Conduct IEP meetings via Google Hang-outs Meet.
 - CST, Related Service Providers, teachers and parents will be given a phone code via Google calendar to phone conference into the meeting .
 - Sign-in Sheets will document that the meeting took place via phone conference (place the completed typed sign-in sheet in the shared folder).
 - Documents will be emailed to parents via a secure mechanism - Please see the directions via this link:
<https://wiki.spfk12.org/doku.php?id=selfhelp:mac:sharingencrypteddocs>
 - If meetings need to be rescheduled and placed out of compliance, receive parent consent via e-mail to document if it.
 - Prepare to attend scheduled meetings with administration via Google Hang-outs Meet or in person, if appropriate, at times to be determined.
- Check-in with at-risk student families via email and log into IEP Direct via Contact Log (see directions below).
- Referrals to CST
 - School is closed so meetings will not take place. Meetings will be scheduled upon the re-opening of school.
- Evaluating Students
 - Students cannot be evaluated if schools are closed. Testing will be scheduled upon the re-opening of school.
 - CST will provide the Director with names of re-evaluation eligibility meetings and eligibility meetings that will be out of compliance due to the closing of schools and the inability to test students.

- Report Writing
 - Reports can be written at home and emailed to parents via a secure mechanism (to be determined)
- Out of District Students (Things to consider upon the reopening of schools)
 - Confirm opening dates of out of district schools
 - Confirm attendance of students at schools, if open
 - Confirm transportation changes with appropriate staff
- Email teachers reminders of meeting dates and times.

IEP Programs and Related Services (Compensatory Services will be decided on a case-by-case basis upon the reopening of schools.)

- Educational Programs (Special Education Teachers)
 - Prepare modifications for lessons developed.
 - Develop lessons for resource room teachers.
 - Email/Communicate with parents to provide support and modify assignments, as needed.
 - Add contact information in IEP Direct's Contact Log to document emails and phone calls made to parents/students (see directions below).
- Behavioral Intervention Services
 - BCBA's will email/communicate with parents to provide support.
 - Add contact information in IEP Direct's Contact Log to document emails and phone calls made to parents/students (see directions below) - If BCBA does not have access to IEP Direct, please send the contact log information to the case manager.
 - Consult with teachers regarding student needs.
- Speech-Language Therapy - (Per the current DOE, teletherapy is not an option at this time.)
 - Provide families speech-language related activities to be done at home.
 - Email/Phone conference with parents to provide support.
 - Add contact information in IEP Direct's Contact Log to document emails and phone calls made to parents/students (see directions below).
- Occupational/Physical Therapy - (Per the current DOE, teletherapy is not an option at this time).
 - Provide families with OT/PT related activities to be done at home via email/hard copy.
 - Email/Phone conference with parents to provide support.
 - Add contact information in IEP Direct's Contact Log to document emails and phone calls made to parents/students (see directions below).
- School-Related Counseling (consider sending out the emergency crisis document via email developed by counseling department).
 - Email Contact/Phone sessions, "Zoom" Conferences, if appropriate.
 - Parent Check-in.

- Add contact information in IEP Direct's Contact Log to document emails and phone calls made to parents/students (see directions below). If you do not have access to IEP Direct, please send the contact log information to the case manager.
- ESS will implement its action plan.
- Itinerant Services
 - Provide families with OT/PT related activities to be done at home.
 - Email/Phone conference with parents to provide support.
 - Add contact information in IEP Direct's Contact Log to document emails and phone calls made to parents/students (see directions below). If you do not have access to IEP Direct, please send the contact log information to the case manager.
- Aide Support
 - Role is to support children in an educational setting. No services will be delivered.
 - Aides will complete professional development modules in GCN, Rethink, etc.
- Students on Home Instruction
 - Students will receive work developed by the district.
 - Home Instructors with check-in by email/phone with parents/students about work
 - Home Instructors will add contact information in IEP Direct's Contact Log to document emails and phone calls made to parents/students (see directions below). If you do not have access to IEP Direct, please send the contact log information to the case manager.

IEP Processes During School Closing

Child Study Team Members should take note of the following procedures.

- Sign-in Sheets will indicate participant names and that they participated by phone
- Other Relevant Factors - Due to the emergency school closing, this meeting was held via telephone conference. The parent(s) consented to having the meeting by phone. - or - Another IEP meeting will be held once schools re-open. Documents were provided to participants via secure email.
- After an IEP meeting, submit PDFs to the assigned secretary via the shared file.
- Provide list of re-evaluation eligibility meetings that will be out of compliance to the Director.
- Secretary will resend parent invitations via Google Hangouts
- If the parent does not attend the meeting, continue with the meeting and contact the parent by phone. Email documents to the parent and schedule a time to discuss the results of the meeting and IEP. Schedule another meeting, if needed.

IEP Direct - Communication Log Directions

During the emergency closing, all communications should be entered directly into IEP Direct. This includes parent email and phone call contact. This will allow each student to have a record of contact maintained in the file.

Personnel Preparedness Plan

As you are aware, the District will be closed for the purposes of home instruction, effective March 16, 2020, until further notice. Further updates and detailed instructions will be sent via our emergency communication system, email, and/or be posted on the school and district websites. Individual principals, supervisors, etc. will also be communicating directly with their employees.

During this time, please be reminded of the adherence to all district policies located here: [Scotch Plains-Fanwood Board of Education Policies](#).

Additionally, all collective bargaining agreements will remain in effect and individual contracts for unaffiliated staff will also remain in effect.

During this time, if approved to report to a building, please advise the Head Custodian upon arrival and departure.

Attendance/Absence Reporting

- While the district is closed and home instruction is enacted, AESOP procedures stay in place.
- All sick, personal, vacation, professional, jury duty, etc. absence(s) will be reviewed and, if/when applicable, respective day(s) will be returned to an employee's allotted balance.
- Please continue to record your absences as you normally would, communicate with your Principal/Supervisor, and update your class website, google classroom, etc. accordingly, noting your unavailability for the day.

Payroll Dates

- Scheduled payroll dates during this time will continue as usual.
- Per-diem substitutes will not be remunerated during this time.

Direct Deposit

- Contractual employees who *currently* participate in Direct Deposit, will continue to receive their payroll stub and funds electronically.
- Please note, currently is defined as, prior to the March 13th Payroll Cycle.
- Live-checks will be processed and mailed. They will not be sent to the schools.

Administration

When the district is closed for home instruction, Central Office Administrators, Principals, Directors and Supervisors are expected to:

- Assist in the daily operation of all aspects of home instruction and/or their assigned areas of responsibility.
- Virtual and/or Onsite administrative meetings may be necessary and will be determined by the Superintendent of Schools or a designee. Please ensure that your district devices are readily accessible.
- Monitor, read and respond to email daily and voicemail daily.

- Report to work, if needed, to complete certain essential tasks that cannot be completed remotely.

Certified Staff

When the district is closed for home instruction, Certified Staff are expected to:

- Monitor Home Instruction for all assigned classes/students.
- Attend virtual, individual or staff, meetings, if necessary and will be determined by the Principal/Supervisor. Please ensure that your district devices are readily accessible.
- Monitor, read and respond to email by the end of the next school day,
- Communicate and route any questions or concerns to their Principal/Supervisor as necessary,
- Scheduled student IEP meetings will continue to take place. Staff members involved in IEP meetings will receive a "Google Calendar - Hangouts Meet" invitation via email noting the date and time of the meeting. Staff is asked to call into the number provided at the time of the meeting. All mandatory individual student IEP information should be completed prior to the meeting.

Central Office, Curriculum, and Special Services Staff (Business Office, Confidential Assistants, Office Assistants, Buildings & Grounds, Technology, Unaffiliated, etc.)

When the district is closed for home instruction, staff are expected to:

- Monitor, read and respond to email daily,
- Monitor and respond to voicemail daily,
- Complete routine tasks and tasks assigned by their supervisor remotely, when possible,
- Communicate and route any questions or concerns to their department leader as necessary,
- Report to work, if needed, to complete certain essential tasks that cannot be completed remotely.

Building Secretarial Staff

When the district is closed for home instruction, Building Secretarial Staff are expected to:

- Monitor, read and respond to email daily,
- Monitor and respond to voicemail daily,
- Complete routine tasks and tasks assigned by their supervisor remotely, when possible,
- Communicate and route any questions or concerns to their building Principal or department leader as necessary,
- Report to work, if needed, to complete certain essential tasks that cannot be completed remotely.

Custodial, Maintenance and Bus Driver Staff

When the district is closed for home instruction, Custodial, Maintenance, and Bus Driver staff responsibilities will be determined by Anthony Miranda (Custodial/Maintenance) and Marisol Rodriguez (Bus Drivers), in conjunction with Debbie Saridaki, Business Administrator.

Communication will be conducted via mobile phones. Please ensure that your mobile device is readily accessible and you are available to report to work when needed.

Paraprofessional and Lunch/General Aide Staff

When the district is closed for home instruction, staff are expected to:

- Monitor, read and respond to email daily,
- View selected additional GCN training videos, as assigned by the supervisor,
- Review all online District Policies and Regulations related to their job responsibilities,
- Communicate and route any questions or concerns to their building Principal/Supervisor as necessary.

Continuity of Operations

Superintendent of Schools

- Maintains authority over all pandemic or crisis management plans.
- Maintain communication with all District and building administrators.
- Access the need for internet and technology for families.
- Monitors and maintains the following departments/staff prior to and during any emergency:
 - Directors, Administrators, Supervisors, Personnel
- Maintains open communications with Municipalities of Scotch Plains and Fanwood.
- Communicates with the media and parents.

School Business Administrator

- Assists the Superintendent with implementing/monitoring all pandemic or crisis management plans.
- Monitors and maintains the following departments: Facilities (buildings and grounds), Transportation, Business Office and Food Service. Work with department supervisors in each area to ensure proper responses to any emergency.

Director of Buildings and Grounds

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of viral transmission in the school facilities with vigorous cleaning policies and practices which include (but are not limited to) on a daily basis:
 - Filling of soap and hand sanitizers
 - Ensuring all paper towel holders are filled and functioning at all times
 - Sweeping and wet mopping of all floors Vacuuming of rugs
 - Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railings, stairwells, and writing tools
 - Cleaning and sanitizing of bathrooms - toilets, sinks, walls and floors
 - Cleaning and sanitizing of cafeterias - tables, chairs, food lines
 - Cleaning of vents
- The facilities manager, with assistance from the business administrator, assures the provision of power, heat and ventilation, water, sewer and custodial services.

Transportation Specialist

- Assures clean and sanitized buses and drivers that are free of illness.
- Coordinates food delivery service with the business administrator.
- Coordinate with the Director of Special Services regarding OOD transportation.

Food Services Manager

- Review hand washing procedures with staff.
- Discuss the importance of staying home if sick.
- Direct staff to report if they or a family member went to an affected country.
- Increase inventory as needed for cleaning products and extra disposable gloves.
- Prepare for possible grab and go lunches. The district will provide lunch from 11:00am - 1:00pm for students that have been identified.

Assistant Superintendent of Curriculum & Instruction

- Supports the continuation of student learning as related to NJSLs.
- Supports the coordination of Content Supervisors and teachers to ensure the continuation of instruction.
- Monitors evidence of teaching and learning.

Director of Human Resources

- Assists the Superintendent with implementing/monitoring all pandemic or crisis management plans.
- Maintains protocol for personnel policies appropriate for both possible long and short-term duration of pandemic absences.

Director of Special Services

- Assists the Superintendent with implementing/monitoring all pandemic or crisis management plans.
- Communicates as necessary with the Superintendent, the school physician and the county and state health officials.
- Monitors both student and staff absences with the Director of Human Resources.
- Communicates with all school nurses and assists the district in altering their plan as necessary.
- Preparation for the continuation of evaluations, IEP reviews, eligibility and reevaluation meetings will be rescheduled.
 - All evaluations were frontloaded and prioritized last week so that CSTs could write reports from home. All other outstanding evaluations will be completed upon return to school
 - CSTs were encouraged to conduct all meetings (IEP reviews, eligibility and reevaluation meetings) either through Google Meet or via Phone if they are able to secure all mandated participants in accordance with N.J.A.C. 6A:14. If any parents opt not to hold their meetings until school reopens, CSTs will reschedule those meetings accordingly. CSTs have been instructed to continue working towards meeting timelines wherever possible.
- Communication with parents in native language
 - CSTs will continue to try and secure translators for non-english speaking parents while holding meetings virtually or via phone. Additionally, any materials that are typically translated for parents, will continue to be translated.
- Needs of students who are medically fragile.

- Packets of activities for all related services for medically fragile students were sent home with families so they may continue working on gross motor, fine motor, speech and sensory needs. Related Service providers, special education teachers, and case managers are checking in with each student via email and/or phone. Make-up sessions for missed OT, PT, & Speech services will be determined upon return to school on a case-by-case basis. Students with assistive technology needs will continue to have access to their devices and support from related services providers while at home. Other medical needs will be tended to by the students' family as they would during any regularly scheduled break from school. Nursing services are not being sent to students' homes.
- Communication with out of district schools to discuss what will happen if the district is closed and the school is not.
 - Case managers contacted each family to inform them of the District's closure and the impact it would have on their child's ability to attend their OOD school should it remain open.

District Policies regarding Home Instruction and Control of Communicable Disease

[Policy 8451 - Control of Communicable Disease](#)

[Regulation 8451 - Control of Communicable Disease](#)

[Policy 2414 - Home Instruction Due to Health Condition](#)

[Regulation 2412 - Home Instruction Due to Health Condition](#)

Social and Emotional Learning

Scotch Plains Fanwood School district takes great care and pride in providing for the growth and well-being of all our students, including a great appreciation and understanding of looking at the “whole” child. It is always at the forefront of our mission, and our day to day work, to be diligent about promoting not only the physical well-being, but also the social emotional development of our learners. While this has been a priority of our district historically and consistently, it also aligns us with new and leading priorities of the State of New Jersey Department of Education.

Social-Emotional learning is the process by which children and adults effectively develop and apply skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others and make responsible decisions. This learning starts in the home. Parents and families are critical partners in helping their children develop social and emotional know-how. It is in the home and school where the modeling of these kinds of skills, attitudes, and behaviors lead to mastery for our students.

It is with the above in mind that we have thoughtfully and collaboratively worked to create the following support tips and materials for parents and families.

There are five areas, competencies that further explain social/emotional learning. Below you will find the list of them including simple tips to promote this type of learning at home.

Self-Awareness is knowing your emotions, strengths and challenges, and how your emotions affect your behavior and decisions.

- Keep an open mind and understand someone else’s point of view even if you may disagree. Change the way you think and try not to get stuck in a mindset that makes you frustrated or helpless.
- Set boundaries for yourself, because recognizing it means knowing and understanding your limits.

Self-Management is controlling emotions and the behaviors they spark in order to overcome challenges and pursue goals.

- Take a moment to deal with stress. Identify the source of stress, take a few deep breaths, redirect your negative emotions and identify what makes you feel empowered.
- Single-task (You can’t maintain energy and focus with multi-tasking.), 2.make some space for reflection on having achieved even the smallest tasks and be aware how you feel in the moment, 3. recognize unhelpful self-talk (quiet the inner critic with the inner coach), 4.aim to see things in a new light, and 5.set yourself up for success by putting into place things that will make it more likely you’ll follow through with your good intentions.

Social-Awareness is understanding and respecting the perspective of others, and applying this knowledge to social interactions with people from diverse backgrounds.

- Improve your listening skills. Are you actively listening to what others are saying?
- Identify other people’s emotions when you are speaking to them. Take note on how they respond to external events such as someone greeting them.

Relationship Skills is being able to communicate and connect with others in a healthy and appropriate way. Being a part of a family is the best way to practice a team approach.

- Learn to both give and take feedback. While providing constructive criticism to others can help them to tap into their personal potential, receiving feedback can help you forge positive and mutually beneficial relationships.
- Accept and celebrate differences. Not everyone is going to have the same thoughts and beliefs as you, and that is okay!

Responsible Decision Making is the ability to make choices that are good for you and for others. It is also taking into account your wishes and the wishes for others.

- Involve all family members in planning responsibilities, events, and schedules.
- Set realistic, specific, attainable goals. These can be short or long term.
- Accepting there are always consequences to our actions...these are opportunities to learn about ourselves, our values and reprioritize what is truly important to us.

Reminders for all Parents:

- Promote Growth Mindset: our words and encouragement to our children are incredibly important and with that in mind choose praise and statements that encourage growth as desired asset/skill. For example, move away from language such as “you’re so smart” and shift to using reinforcement like “That was very challenging and I am so proud. You kept at it and worked hard to figure it out.” Another is the power in the word, **yet**.

“I haven’t been able to solve this math problem yet.”

- Model and Norm Behaviors: our children are always watching, and in turn one of our best tools to promote social emotional learning is positive modeling. Be thoughtful about how you show and verbalize your own emotions and how you demonstrate choosing positive coping mechanisms. One way is to remind your child/children that we all continually work and grow in this area; share a challenge you had with them and ask them to help you problem-solve! Choose a coping skill and have your child participate with you!
- Be a Good Listener: in the busy pace of our days true listening can get lost. Set aside time to ask how your child is feeling and check in about how they felt at different times of their day. Be thoughtful about asking open ended questions and allowing your child to speak freely. Doing this daily reinforces that emotions are important and helps your children learn to label them.
- Practice, Practice, Practice: It is a natural parent instinct to step in and help our children avoid mistakes, but making mistakes can be an integral part of allowing our students to grow. It is important to discuss and problem solve mistakes or challenges together with our children, allowing them to lead conversations.
- Daily intention of gratitude amidst difficult times allows space for positivity, healing and emotional growth. As an example, this can be done first thing in the morning, as a journal entry or around the dinner table.

Additional Resources:

[Social and Emotional Development: PBS Learning Media](#) includes videos and interactive lessons emphasizing social-emotional learning (Recommended for Pre K-5)

[The Nemours Children's Health System](#) offers numerous assets to advance positive well-being and learning for students in grades K-12.

[Sample Teaching Activities to Support SEL](#) offers activities for grades K-12 that address each core competency.

[Parents' Guide to Social & Emotional Development](#) includes activities, benchmarks, articles, how-to-videos, guest posts, and news for Pre-K-Life after HS

FAQ'S About Scotch Plains-Fanwood At-Home Learning Plan While Closed for COVID-19

For what dates are schools closed?

Schools are closed effective Monday, March 16, until further notice. All extra-curricular activities are cancelled as well.

Why are schools closed?

This action is necessary to mitigate the spread of COVID-19.

Will the school year be extended to make up for the days we are closed?

Due to the unprecedented nature of the current nation-wide health threat, the New Jersey Department of Education (NJDOE), for the first time ever in its history, is allowing districts to count at-home learning days as school days when they must close for COVID-19. This allowance and requirement is subject to review by NJDOE. We have submitted our plan to NJDOE for March 16 through March 27, and NJDOE has completed its review with no revisions required. This means that we will not be required to make up the days that we are closed for COVID-19 through March 27.

What if schools are closed beyond March 27?

We will await further clarification from NJDOE, and we will post additional at-home learning resources to the website by the end of the day on March 27.

Where can I find the at-home learning assignments for my child?

At-home learning assignments for March 16 through March 27 are located on the district website under the tab, "Our District and Community." If schools remain closed beyond March 27, additional at-home learning assignments will be posted.

How long should my child be working at home each day?

As required by NJDOE, the anticipated time spent in at-home learning is a minimum of ten hours over a five-day week. (For Pre-Kindergarten students, the anticipated time is five hours over a five-day week.) This is consistent with NJDOE's time requirement for students who are on extended absence for medical or other reasons.

The ten hours may be spent at any time during the week convenient for the student and the family, and is to be considered a goal. As is the case for all student work, the actual time spent may vary based on the student's age and learning program or courses, and therefore may be longer or shorter than the ten hours per week.

Are parents expected to monitor students' work at home?

The at-home learning activities were designed, to the extent possible, to reinforce, maintain and extend skills that have been taught in school and that develop and deepen over a long period of time. As such, the activities were designed to be within the capabilities of students to accomplish on their own, without requiring parental involvement. Our youngest learners, however, will require assistance based on their developmental level.

What if my child is sick and cannot complete the assignments?

For any school day that your child is sick, please follow the normal attendance procedure of calling the attendance line at your child's school to have an absence recorded.

What should I do if my child needs a book or personal item that was left at school?

Please contact your principal.

What should my child do if he/she finishes the assigned work early?

To the extent possible, we have chosen learning activities that reinforce, maintain and extend skills that have been taught in school and that develop and deepen over a long period of time. As such, the activities can be done on an ongoing basis, and may be repeated in different ways, at different levels, and for different lengths of time. This offers some flexibility so that students may work longer than ten hours per week if their circumstances at home permit. Many assignments provide flexibility for student choice ("Do three of the following," for example), which affords the student the option of doing more than the required activities. Additionally, students may use the educational websites in the at-home learning assignments, and they may continue to read for information or pleasure.

What should I do if my child or I have a question about an assignment?

Parent-teacher and student-teacher communication is important during the time that schools are closed. Parents and students are encouraged to email any questions about assignments or progress to their teachers. Teachers will respond by the end of the next school day. Administrators will be working on your behalf as well, and are available by phone and email for consultation or advisement as needed.

Why is the district not using real-time video instruction by teachers?

The task before the district is how to provide instruction under our immediate, challenging and unprecedented circumstances. The use of real-time video instruction by teachers would require a consistency of technology availability and skill in teachers' homes, in families' homes, and at school. That, in turn, would require an investment of time and finances that we do not currently have. Equally importantly, NJDOE requires, and it is our moral and ethical responsibility to provide, equitable access for all children to equivalent learning opportunities. Because not all families have internet access at home, hard copies or other resources were sent home; additionally, the learning activities were designed with an element of choice in mind, so that they could be accomplished with or without internet access. Video instruction presents an opportunity for future consideration; at the current time, however, it is not a satisfactory solution.

Communication to the School Community

Letter from February 24, 2020

The Scotch Plains-Fanwood Public Schools

512 Cedar Street
Scotch Plains, New Jersey 07076

Joan V. Mast, Ed.D.
Superintendent of Schools

908-232-6161
Ext. 4001 or 4002

February 24, 2020

Dear Parents:

Over the last 12 days, students from Scotch Plains-Fanwood High School have traveled to Spain and Italy as part of our Foreign Exchange Program.

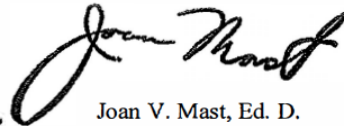
Since outbreaks of Coronavirus in western Europe have been reported in the news, we would like to reassure you that all of our students have returned to the United States without restriction. As a precaution, we have been in contact with our local health department. The State Epidemiologist reports that the NJ Department of Health currently has no recommendation to quarantine any travelers returning from Italy or Spain.

We are still experiencing local outbreaks of the common cold and influenza. If your child should exhibit symptoms of a respiratory illness such as shortness of breath, cough or fever, you should contact your private health care provider for evaluation. Your child should stay home from school until fever free for 24 hours without the use of any fever reducing medication such as ibuprofen (Advil) or acetaminophen (Tylenol).

Sincerely,



David L. Heisey, Ed. D.
Principal



Joan V. Mast, Ed. D.
Superintendent

Letter from March 3, 2020

The Scotch Plains-Fanwood Public Schools

512 Cedar Street
Scotch Plains, New Jersey 07076

Joan V. Mast, Ed.D.
Superintendent of Schools

908-232-6161
Ext. 4001 or 4002

March 3, 2020

Dear Scotch Plains-Fanwood School Community,

The health and safety of our students and staff are always our top priority. We are continuing to monitor the alerts from the CDC about the possibility of the spread of the Coronavirus within the United States. The CDC has stated that, "While the immediate risk of this new virus to the American public is believed to be low at this time, everyone can do their part to help us respond to this emerging public health threat."

While there currently are no confirmed cases of the COVID-19 in New Jersey, we are working with our administration in planning for at home learning should a public health issue arise that would impact attendance in our schools.

We are complying with the ongoing guidance provided by the New Jersey Department of Education as well as the New Jersey Department of Health. Our custodial staff provides thorough cleaning and sanitizing at all of our schools, using disinfecting sanitizer in each building every day. Additionally, we are in the process of installing hand sanitizers in public areas in our schools.

This information has been shared before, however, we would like to remind you of the recommended precautions for preventing the flu and other viruses. These practices are your best defense from contracting illness:

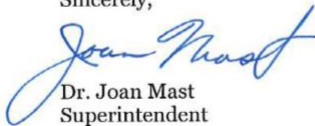
- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands.
- Avoid touching your eyes, nose and mouth.
- Wash hands often, with soap and water, for at least 20 seconds, especially after coughing or sneezing.
- Keep your children home when they are sick.
- Children should not return to school unless they have been fever-free without medication for 24 hours.
- Avoid people who are sick.

Please refer to the below link for additional information from the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

The New Jersey Department of Health has created a free 24-hour hotline to answer questions related to Coronavirus COVID-19 at 800-222-1222.

We will continue to send updated information as the situation evolves and follow our District Policy #8451 for Control of Communicable Disease.

Sincerely,



Dr. Joan Mast
Superintendent

Letter from March 8, 2020

March 8, 2020

Dear SPF Community,

All of us have as our primary mission, the education, health and safety of our students, faculty and staff. Faced with the unknown challenges of COVID-19 to our area, the NJDOE is providing updates and developing guidelines for the ways in which our districts will respond should the need become more urgent. At this time, our Health Department will continue to provide the latest guidance from NJDOH and NJDOE as changes occur. Planning is essential, but compared to the Flu levels, current COVID-19 levels are still low in New Jersey and the United States.

At a meeting held by the DOE on March 6, the decision was made that should the area governments decide that the district be closed, we are empowered to set up a plan to instruct remotely and continue student learning. If our proposed plan is approved, the days will count as official school days.

We will be collaborating at all levels to design such a plan if the interruption of face-to-face instruction should occur. Some of the factors that we anticipate needing in our approach are as follows:

- The design may require teachers to creatively adapt and transform lessons so that they are instructive without the traditional classroom supports. All subject areas will have varied designs that will be different to suit their individual curriculum plans and objectives, i.e., the plan for math will differ from that of English.
- Whatever is designed will have to reach every student, taking into consideration that students currently have varying resources, some electronic, others paper texts, others on-line resources, etc.
- Establishing modes of ongoing communication at all levels will be imperative to monitor student progress and learning. We will need to suggest ways to help students/faculty meet the challenges that we know exist:
 - Little or no internet access at home
 - Varied supervision/support at home to complete assignments
 - Students who are enrolled out-of-district
 - Students with varying degrees of accommodations including I and RS, 504 plans and IEPs
 - Ensuring continuation of food services for those who qualify

Thank you for following the precautions that the CDC has published to stay healthy. At this point, the guidance from the NJDOE emphasizes that the most important thing for schools to do now is plan and prepare. We are awaiting specific guidelines from the NJDOE to determine if we will need a half-day or a full day of planning for the possible event of school closures. We will continue to keep you up to date.

Joan V. Mast, Ed.D.
Superintendent of Schools

Letter from March 9, 2020

The Scotch Plains-Fanwood Public Schools

512 Cedar Street
Scotch Plains, New Jersey 07076

Joan V. Mast, Ed.D.
Superintendent of Schools

908-232-6161
Ext. 4001 or 4002

March 9, 2020

Dear SPF Community,

At this time there are no confirmed cases of COVID-19 in our area and there is currently no recommendation to close SPF schools. However, as I shared in my letter dated March 8th, we have been asked by the Department of Education to act with a precautionary set of protocols and to develop a plan should it become necessary for school closure where the day would still count as a school day for students. In other words, the physical school buildings would be closed, but students would maintain learning at home. Please note that the determination to close schools due to a public health-related issue is made by the NJDOH or the Township Health Officer, not by the school district.

To that end, **the Scotch Plains-Fanwood Public Schools will be utilizing an unused snow day and will be closed for students on Wednesday, March 11th**. This day will allow our teachers and staff the requisite time needed to thoughtfully prepare for the scenario that schools will close, due to the coronavirus. Please note, unlike a typical snow day, **afterschool clubs and sports WILL continue as scheduled on Wednesday, March 11th**.

Teachers and aides/staff: The Administration will be meeting on Tuesday, March 10th to discuss Wednesday's Planning Day and details will be forthcoming on your designated planning location and schedule.

At this time, there are no plans in place to cancel school activities and events, such as theater productions, concerts, field trips, etc. However, we will continue to consider the potential risks associated with all of our planned activities on a case-by-case basis within the context of information available as the situation continues to unfold. We know that those who are at a higher risk should use their own discretion and sense of personal responsibility when deciding to attend activities and events.

Thank you for your partnership in helping to keep our school community safe and healthy.

Sincerely,



Dr. Joan V. Mast
Superintendent of Schools

Letter from March 13, 2020

The Scotch Plains-Fanwood Public Schools

512 Cedar Street
Scotch Plains, New Jersey 07076

Joan V. Mast, Ed.D.
Superintendent of Schools

908-232-6161
Ext. 4001 or 4002

March 13, 2020

Dear SPF Community,

Thank you for your patience and understanding as we navigate the evolving circumstances of COVID-19.

There are currently no known cases of COVID-19 in Scotch Plains or Fanwood but in an abundance of concern for our students and staff, beginning Monday, March 16, 2020, all Scotch Plains-Fanwood Public Schools will be closed until further notice. All extracurricular activities are canceled as well.

During this closing, our administrators, principals, supervisors and teachers have put plans in place for at-home learning activities for our students. By the end of the day today, posted on our district website, <https://www.spfk12.org> under the "Our District and Community" tab, will be at-home learning resources for the next two weeks. The resources will be organized by grade from Pre-Kindergarten to Grade 4, and through Google Classroom for students in Grades 5-12. These learning resources are intended to reinforce, maintain and extend learning that has been taught in school, and to meet New Jersey Department of Education's home instruction requirement. Should it be necessary to keep schools closed beyond the next two weeks, additional at-home learning resources will be posted.

Parent-teacher and student-teacher communication is important during this time of closure. Parents and students are encouraged to email any questions about assignments or progress to their teachers. Teachers will respond by the end of the next school day. Administrators will be working on your behalf as well, and are available by email for consultation or advisement as needed.

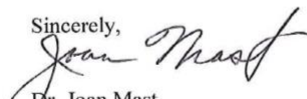
If your student is sick and is unable to work on their assignment, you should call your student's school to have their absence recorded.

We want to emphasize that we are in a state of public health emergency and want to reinforce following health guidelines developed by the CDC which include discouraging children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19.

We recognize that these closures may bring challenges to our families and community but appreciate your cooperation as we all work together during this unprecedented time.

We will continue to keep you updated as further information becomes available.

Sincerely,



Dr. Joan Mast
Superintendent of Schools