



Upper Township School District

525 Perry Road • Petersburg, NJ 08270
Phone (609) 628-3500 • Fax (609) 628-2002
www.upperschools.org

Upper Township School District COVID-19 Extended School Closure Educational Plan

The Upper Township School District has developed a plan to continue educational and nutrition services to all students, PreK-8, in order to credit home-instruction days towards the 180-day requirement. Per the March 5, 2020, NJDOE Memo regarding COVID-19, "The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students." The following outlines the district's plan to meet said provisions:

District Demographic Profile: (2018-2019 School Year)

Enrollment:	1435 students
% Female Students:	48
% Male Students:	52
% Economically Disadvantaged:	14
% Students with Disabilities:	16
% English Learners:	1
% Homeless Students:	1
% Students in Foster Care:	1
% White:	92
% Hispanic:	4
% African American:	.6
% Other:	.6
% Two or More Races:	4

Component 1: Equitable Access to Instruction for All Students

- District teachers will develop online plans for instruction that incorporate the New Jersey Student Learning Standards. These plans will be posted on the district website by grade level and department and connected to Google Classroom and other available online platforms and applications. Hard copies of all items will be available for families who wish to also print documents without having access to a printer.
- Students are required to engage in assigned academic activities for a minimum of four hours daily, M-F, while schools are closed.



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- The district will broadcast (via flyers, phone calls, social media, email, and our website) information regarding the entire home-instruction process. Families will receive guidance on what to access, how to access and how to communicate with District officials while schools remain closed. All calls and written communication will be in English and available in Spanish.
- All students will have access to any needed device (laptop or iPad) and information on how to acquire subsidized internet access will also be made available online and in paper form.
- Staff will remotely monitor student progress and assign grades according to previously established grading policies and practices.

Component 2: Special Education/Related Services for Students with Disabilities

- The Director of Special Education and case managers will oversee the development of online plans to ensure that IEP goals are addressed. Hard copies of these plans will also be provided through the above referenced systems of communication. All calls and written communication will be in English and available in Spanish.
- Assistive technology will be sent home with students when required by an IEP. Activity sheets in paper form will be provided to ensure related services such as speech, occupational and physical therapies continue while schools remain closed.
- CST staff are responsible for tracking and monitoring student progress. On a least a weekly basis, case managers articulate with teachers to review student work. Additional support is individualized and if and when modifications are required, parents are included in the process and provide the necessary approval for the modifications.
- CST staff will monitor and memorialize the amount of time that students are not receiving in-person services. When necessary, compensatory hours will be made up to all eligible students once schools are reopened.
- CST will work with individual families to provide guidance and direction regarding how evaluations, programs, eligibility and reevaluation meetings and conferences will take place. All communication will be in English and available in Spanish.



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- School nurses will collaborate with our families with medically fragile children to ensure that all daily medications and therapies continue remotely. All communication will be in English and available in Spanish.
- CST will work with out-of-district schools where resident and choice students attend to coordinate all available services and programs.
- CST will consider transportation options for students attending out-of-district schools and collaborate with all related vendors.

Component 3: ELL and Bilingual Students

- The Director of Special Education and case managers will oversee the development of online plans to ensure that ELL goals are addressed. Hard copies of these plans will also be provided through the above referenced systems of communication. All calls and written communication will be in English and available in Spanish.
- Assistive technology will be sent home with ELL students when needed. Activity sheets in paper form will also be provided to ensure that all related services remain available.
- Additional apps and software will be purchased for our ELL students when needed.

Component 4: Delivery of Meals

- The district's food service provider, Nutri-serve, will assist in providing a system that produces meals available to all eligible students.
- Meals will be constructed of shelf-stable products that fulfill the meal components as directed by the Department of Agriculture.
- The district will broadcast (via flyers, phone calls, social media, email, and our website) information regarding how to acquire food for eligible students.
- All calls and written communication will be in English and available in Spanish.
- Grab-n-Go meals will be available for pick-up on Fridays and/or on other days. Arrangements will be made for families without transportation.



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- Grab-n-Go meals will contain food for the week (5 day supply of both breakfast and lunch).

Component 5: Length of Virtual/Remote Instructions

- Virtual instructional plans will be created, distributed and posted via Google Classrooms and on the district website.
- Plans will be created in 2-week cycles, with daily assignments and tasks to be completed.
- PK-8 plans will be constructed upon the NJ Standards and will be derived from current, BOE approved, curricula.
- Teachers and Tech Support are available M-F, 9-3.
- Students are required to complete an average of 4 hours of work, per day, during the extended school closure.

Component 6: Attendance

- Modifications of current attendance policies and procedures will be modified to reflect COVID-19 rules and regulations.
- Student attendance will be calculated upon the student's attempt to complete assignments.
- Specific arrangements will be made with struggling students and communications between district officials and guardians will occur often and in writing.

Component 7: Facilities

- Facilities and grounds will be attended to following CDC recommendations and guidance to safely monitor essential maintenance systems and operations; using the required personal protective equipment.
- Custodial staff will continue to sanitize all buildings and maintain all outside grounds and facilities.



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- ALL custodial staff will be given the proper PPE and necessary supplies to conduct their work in a safe and healthy manner.
- ANY custodial staff member with a unique situation will be permitted to work on other assignments that do not directly compromise his or her safety and health.

Component 8: Summer Programming

- ESY and Summer School programs will be held virtually for the 19-20 school year.
- Students who do not meet expectations for Trimester 3 (based upon rubrics that balance the % of completion and accuracy) will be asked to participate in our summer programs. District Technology will be issues to all participating families.
- Any student who wishes to participate in our summer programs (not required) will also have the opportunity to participate.
- ALL summer programs will remain in compliance with all IEP/504/BSI mandates and recommendations.
- Summer programs will run for 5 weeks, 4 days a week, for a total of 20 days.
- Virtual instruction will mirror traditional instruction whenever possible.

Component 9: BOE Approval

- The original and all revised plans will receive BOE approval when available.

Component 10: District Website

- The UTSD Extended School Closure Plan will be available on the district website: www.upperschools.org

Component 11: Essential Personnel and Roles

- Superintendent is responsible for the oversight of the entire plan and its implementation. Superintendent is on call 24/7. Once the superintendent becomes aware that a student or staff member has tested positive for COVID-19, he will



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immediately alert the Executive County Superintendent and the Cape May County Department of Health. The superintendent will also notify, in compliance with all confidentiality protocols and policies, the school community of the confirmed case.

- Business Administrator is responsible for the oversight of all required financial reports and submissions and the management of all facilities. Business Administrator is on call 24/7.
- Buildings and Grounds Supervisor is responsible for the oversight of all cleaning and sterilization protocols for all buildings and grounds. Buildings and Grounds Supervisor is on call 24/7.
- Custodians (20) are responsible for completing all cleaning and sterilization protocols and assignments. Once a building has been sterilized, the building will be shut down until school is permitted to be reopened.
- Food Service Director is responsible for the oversight of the preparation and delivery of all USDA meals to eligible families. Food Service Director is available M-F, 9 am to 3 pm.
- Director of C&I is responsible for the oversight of all instructional lessons and activities and is remotely available M-F, 9 am to 3 pm.
- Director of Special Education is responsible for the oversight of all IEPs, evaluations, annual reviews and communication with outside vendors and school districts and is remotely available M-F, 9 am to 3 pm.
- Academic Achievement Officer is responsible for the oversight of all Basic Skills programs and students, I&RS plans and goals, District testing (if any) and all other academic support services and programs. Academic Achievement Officer is remotely available M-F, 9 am to 3 pm.
- Principals (3) are responsible for the oversight of all staff and students; in collaboration with respective staff, students and parents. Principals are remotely available M-F, 9 am to 3 pm.
- Instructional Staff (200) are responsible for providing direct instruction and assistance to all students, grades PK-8, and are remotely available M-F, 9 am to 3 pm.



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- Guidance Counselors (3) are responsible the oversight of all related services and programs, the communication with students and families in need of mental or emotional or social support and the collaboration with outside vendors and services. Counselors are remotely available M-F, 9 am to 3 pm.; and in times of crisis.
- CST Staff (7) are responsible for the oversight of all special education students, their progress against IEP goals and expectations and the collaboration and communication with all special education families. CST staff are remotely available M-F, 9 am to 3 pm.; and in times of crisis.