

Golden Door Charter School



RESPONSE PLAN FOR HEALTH RELATED CLOSURES

GOLDEN DOOR CHARTER SCHOOL

3040-44 Kennedy Blvd

Jersey City, NJ 07306

BOARD OF TRUSTEES

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Mr. Paul Velelis

CURRICULUM SUPERVISOR: PRE-K THRU GRADE 4

Mrs. Tabitha Madera

CURRICULUM SUPERVISOR: GRADE 5 THRU GRADE 8

Mrs. Diana Figueroa

ASSISTANT DIRECTOR

Mrs. Fanny Lopez

1. INTRODUCTION

The purpose of this response plan is to provide contingency plans to educate its students in the event of a pandemic outbreak. For the past several weeks, our educational community has been closely tracking information related to the outbreak of the 2019 Novel Coronavirus (i.e. COVID-19). The COVID-19 has begun spreading in the United States and now into the State of New Jersey. Golden Door is working with the New Jersey Department of Education and health officials to ensure that our protocols are in place and sufficient in the event of an outbreak. The New Jersey Department of Education has formed a COVID-19 Task Force and working groups in an effort to provide New Jersey schools with guidance and assistance in forming newly required COVID-19 school level response plans. Golden Door, along with all other schools in New Jersey, is required to create a specific COVID-19 Response Plan. As part of this plan, Golden Door must and will be prepared to provide instruction remotely in the unlikely event that we must close school unexpectedly for a period of time.

2. EQUITABLE ACCESS STATEMENT

The Board of Trustees shall provide equal and bias-free access for all pupils to all school services regardless of race, creed, color, national origin, ancestry, age, sexual orientation, gender, religion, disability or socioeconomic status. The Board of Trustees shall also ensure that the school's curriculum and instruction are aligned to the New Jersey Student Learning Standards. In the case of a health-related closure, the Golden Door Charter School recognizes the importance of continuing to educate its students. While Golden Door Charter School recognizes that it might not be able to operate at full capacity, this plan will help the School in continuing to provide students with a high-quality education.

3. RESPONSE PLAN TEAM

The Response Plan Team will consist of the following members under the direction of the Chief Academic Officer (CAO):

- Chief Academic Officer
- School Business Administrator
- Assistant Director
- Curriculum Supervisor(s)
- School Nurse
- Human Resource Representative
- Facilities & Custodial Supervisor
- Special Education Coordinator
- School Counselor(s)
- IT Coordinator
- Business Office Assistant
- Main Office Supervisor

4. ESSENTIAL PERSONNEL

Golden Door Charter School has identified the following staff members as Essential Personnel during a school closure:

Name	Title	Category	Responsibilities	# in Category
Brian Stiles	Chief Academic Officer	Administration	All School Operations and Communications	1 of 2
Paul Velelis	School Business Administrator	Administration	All School Business Operations	2 of 2
Tabitha Madera	Curriculum Supervisor	Remote Home Instruction	Remote Home Instruction, Grades PreK through 4	1 of 3
Diana Figueroa	Curriculum Supervisor	Remote Home Instruction	Remote Home Instruction, Grades 5 - 8	2 of 3
Hector Mesa	Network Administrator	Remote Home Instruction	Technology Related Issues with Remote Home Instruction	3 of 3
Lindsay Kruk	Special Education Coordinator	Special Services	Remote Home Instruction, Special Education Related Services	1 of 1
Fanny Lopez	Assistant Director	HIB	HIB, Grades PreK through 8 and Counseling Services	1 of 1
Ryan Mooney	Facilities Coordinator	Facilities	Building Cleaning, Sterilization and Maintenance	1 of 1
Sybil Pugh	Office Supervisor	Main Office	Main Office	1 of 1
Carolyn Valdez	Assistant to the SBA	Food Service	Food Service	1 of 1
Pete Caratini	Security Guard	Security	School Security	1 of 2
Shonda Jackson	Security Guard	Security	School Security	1 of 2

5. DEMOGRAPHICS

Golden Door Charter School has the following breakdown for:

- *Demographics:*
 - a. Asian = 46%
 - b. Black = 20%
 - c. Hispanic = 18%
 - d. White = 9%
 - e. Multi = 5%
 - f. Other = 2%

- *Meal Counts:*
 - a. 52% of students qualify for either free or reduced meals.

- *Students with Disabilities:*
 - a. 10% of our students are students with disabilities

- *English Language Learners (ELLs):*
 - a. 5% of our students are ELLs

- *Preschool (PK4):*
 - a. 8% of our students are in pre-school with 3 classes of 15 students each.

- *Homeless:*
 - a. 0% of our students are homeless

- *Migrant:*
 - a. 0% of our students are migrant

- *LSE:*
 - a. 0% of our students are LSE

6. POLICIES

Golden Door Charter School has implemented the following policies related to contagion, infectious disease, homeschooling and any other applicable health policies

- a. Policy #2412 - Home Instruction Due to Health Condition
 - Discusses home instruction provisions

- b. Policy #5310 – Health Services
 - Discusses mechanisms for the provision of health, safety and medical emergency services.

- c. Policy #7420 – Hygienic Management
 - Discusses the cleanliness and sanitary management of the school that would include how to deal with any health outbreaks

- d. Policy #8451 – Control of Communicable Disease

- Discusses the control of the spread of such diseases

7. SCHOOL CLOSING GUIDELINES

Golden Door Charter School is required to provide a minimum of 185 days of school annually. In order to count as an instructional day during such a health related closure, the following criteria will be met:

- Decision is communicated with the New Jersey Department of Education and/or New Jersey Department of Health
- Home instruction is made available to all student and provided on a daily basis during the closure

Stakeholders will receive regular notifications with updates and school closures. This will be communicated through (a) robo-calls, (b) email blasts and (c) website updates. In the event of school closures, we will also notify any or all of the following news channels such as (a) CBS 2 News, (b) NBC 4 News, (c) Fox 5 News, (d) ABC 7 News and (e) News 12 NJ.

8. CLEANING & DISINFECTING PROCESS

- a. Daily Cleaning
 - i. Custodial staff will continue to conduct daily disinfecting of all common touch areas, furniture, and other surfaces in all areas of the buildings.
 - ii. Enviro Solutions Neutral Disinfectant (ES364) Multi-Purpose Cleaners (ES72) are currently being used. These are EPA-registered products that exhibit the effective cleaning and disinfectant activity against a broad spectrum of bacteria and viruses including coronavirus.
- b. Schools OPEN but increase in reports of students/staff being sick
 - i. Custodial staff will continue to conduct the daily cleaning and disinfecting.
 - ii. Facilities & Custodial Supervisor will communicate to the custodial \ staff about areas that will need extensive disinfecting.
 - iii. Classrooms and areas where people have shown signs of sickness will be disinfected including the discarding of all papers and other nonessential contaminated items. Loose items not normally cleaned will be disinfected such as toys, pencils, staplers, etc.
 - iv. The next morning the Facilities & Custodial Supervisor will use a disinfectant sprayer to re-disinfect all areas and items.
- c. Schools CLOSED by NJDOH due to outbreaks in the area
 - i. Facilities & Custodial Supervisor will communicate to the custodial and cleaning staff the day(s) they will need to come in to disinfect the entire building.
 - ii. All classrooms, bathrooms, hallways, and stairwells will be disinfected. All items will be wiped down and disinfected. All nonessential items will be discarded from all areas. Upon completion of each area, a disinfectant sprayer will be used to re-disinfect all items, furniture, and surfaces.

- d. Confirmed Outbreak in School Building(s)
 - i. Hire outside cleaning company to come in and disinfect buildings.

9. INSTRUCTION & CURRICULUM: REMOTE LEARNING

- a. **Pre-K**: Teachers will create a packet that includes activities for parents to do with their child that mimics the schedule of activities done in school using Tools of the Mind. Teachers will communicate with parents via Class Tag. Such activities will include:
 - Share the News- List of discussion prompts and questions to spark conversation
 - Make Believe Play- List of roles children can play for current hospital theme (bandage your teddy bear)
 - Play Planning- Packet of play plan templates to write out who they plan to be and what they will do
 - Reading activities- List of Story Lab questions to extend shared reading time
 - Math/Science activities- Use of household items that can be used for projects related to math (counting, sorting, finding patterns in nature, etc.)
 - Gross Motor- List of suggested activities to do indoor/outdoor
 - Tools of the Mind e-Tools resources for parents
- b. **K-2**- Teachers will assign lessons on PearsonRealize.com for math and reading along with Workbook pages in Readers and Writers Notebook and Math Workbooks. All parents have a Pearson account for their child to access these lessons daily. Teachers will communicate with parents via Class Dojo/Remind apps when new assignments have been posted. Teachers will send home the following materials in a packet as well as workbooks for students:
 - Pearson Realize Student Login
 - Readers & Writers Notebook
 - Math Workbook
 - Reading log
 - Writing template OR Writing Notebook
 - Writing folders
 - List of writing prompts
- c. **Grades 3 & 4**- Teachers will use Google Classroom and Screencastify to assign lessons from the Pearson Realize as well as assign Workbook pages from Readers & Writers Notebook and Math Workbook. Teachers may create assignments using Google Forms as well as assign activities from Pearson Realize to Google Classroom. Teachers will be able to interact with students daily via comment sections as well as with families via text apps. Teachers will be sure students have the following materials sent home:
 - Pearson Realize & Google Classroom Login
 - Readers & Writers Notebook
 - Math Workbook

- Reading log
 - Writing Notebook & Folder
 - List of writing prompts
- d. **Middle School (Grades 5-8)** - Remote Home Instruction – Instruction will take place using Google Classroom, Screencastify and Pearson Realize.
- **Google classroom** will allow easy access to assignments where student’s work will be easily accessible to students and teachers. Teachers and students can see real time progress and have the ability to have online discussions. Google classroom is also easily accessible to students on their phone through an app.
 - **Screencastify** will enable teachers to create instructional videos. This will allow students to learn at their own pace whenever and wherever through the pre-recorded instruction.
 - **Pearson Realize** is an online digital learning platform where students have an e-text (interactive digital student editions.) Teachers have access to all the program resources that can be uploaded to Google Classroom or assigned through Pearson Realize. Teachers can also continue with assessments through Pearson.
 - **Zoom meetings** have been used for live lessons, connecting with students and parents, and differentiating instruction.
 - **Cisco Webex** is used for video conferencing for live daily instruction
 - **Remind App** is a communication platform that allows parent, students and teachers to stay connected with any device and send real-time messages.
 - Teachers have been previously trained and use Pearson Realize and Successnet. Google Classroom and Screencastify trainings have been done by grade level.
 - Students will be trained in class with their teachers. Videos, guides and tutorials will be posted on teacher’s Google Classroom for student and parent reference. Many teachers and students are already using Google Classroom as part of their daily instruction.

Grade Span 5-8	Remote Instructional Resources	How instruction will be implemented.
	<ul style="list-style-type: none"> ● Google Classroom ● Pearson Successnet ● Pearson Realize ● Screencastify 	Teachers will post daily lessons that can include: <ul style="list-style-type: none"> ● Agenda for the day ● Do Now ● PowerPoint, reading from their online text or videos ● Written assignment ● Assessment if appropriate ● Exit ticket

- e. **Technology** – A technology survey was submitted to parents and guardians with the following results:
- We will be providing Chromebooks and hotspots for students who need them
 - Periodic parent surveys will be taken to ensure that all technology needs are being maintained. Initial survey results indicated that 16.9% of our families/students were in need of some form of technology when we began remote home instruction.
 - Staff is covered with enough workable devices to administer home education
 - We plan to leverage Google services such as Google Classroom, Google Sheets and Google Docs to facilitate learning objectives

10. SPECIAL EDUCATION

It is imperative that Golden Door Charter School provide an appropriate education for Special Education students during a period of pandemic outbreak. There are a total of 60 students with disabilities attending Golden Door Charter School. None of these students is considered to be “medically fragile.” Out of the 60 students with disabilities, 44 students receive special education and related services under an IEP, and 16 students receive accommodations and/or related services under a Section 504 Plan. As a school, we will make every effort to meet the requirements for the teacher-student contact time for the students with disabilities via online learning. Teachers will modify the classwork and accommodate to their needs as much as possible through the online platform. Student progress will be monitored and feedback will be provided online by special education teachers when appropriate. Upon returning to school, the CST and IEP team will determine if additional services are required. Meetings will be held as appropriate to determine if compulsory education and/or related services are needed to address an individual student’s progress toward learning goals and objectives.

The school will communicate with parents and students via robo-calls, email blasts, Google classroom, and Class Dojo. Case managers will communicate weekly with parents and students via phone calls to ensure services are implemented in accordance with IEPs to the greatest extent possible. As is our standard operating procedure, should a parent require translation in their native language, arrangements will be made by the assigned case manager. Case managers will communicate any specific needs to the appropriate personnel (special education coordinator, special education teachers, related service providers, and/or administrators),

Remote Learning for Students with Disabilities

Pre-K – 2nd Grade

- Special Education teachers have the opportunity to modify classwork prior to being posted on the online platform.
- Special Education teachers will be available during school hours to communicate with parents and students regarding classwork.
- Special Education teachers will set up weekly virtual meetings with students and/or parents to provide small group/1:1 accommodations.
- Special Education teachers will send daily modifications and accommodations to the Special Education Coordinator.

3rd- 8th Grade

- Special Education teachers have access to grade level Google Classrooms.
- Special Education teachers will receive lesson plans from subject teachers so they have the opportunity to add modifications and accommodations.
- Special Education teachers have their own Google Classrooms set up so they can communicate in a small group setting with their students.
- Special Education teachers will set up weekly virtual meetings with students to provide small group/1:1 accommodations.
- Special Education teachers will add the Special Education Coordinator to their Google Classrooms so that modifications and accommodations can be tracked.

Related Services

OT, Speech, and Counseling will be provided via virtual platforms during a Stay-At-Home order mandated by the Governor. The Special Education Coordinator and related service providers will keep track of how many hours of services were given. If for any reason services were not given, the related service providers will make every effort to make up the services when the Stay-At-Home order is lifted, and it is safe to return to school. CST members will contact parents and students weekly to check-in on progress during a health-related closure.

CST

The expectation is that CST teams will continue to develop IEPs, write reports, and plan for the following school year. The CST and special education coordinator will conference weekly via an online platform. Virtual office hours will be set up to address parent concerns, questions, and reschedule IEP meetings as necessary. It is important to note that Golden Door Charter School does not have any medically fragile students enrolled at this time.

Annual Reviews

These meetings will continue through phone conferences with the IEP team, and parents can give verbal consent or consent through email. Written consent will be obtained once the school re-opens. Timelines shall be considered and extended as necessary.

Re-Evaluations & Initial Evaluations

These meetings will be rescheduled. Timelines shall be considered and extended as necessary. The Special Education Coordinator will be in contact with parents.

It is important to note that evaluations cannot be conducted during a Stay-At-Home order. In the case that virtual evaluation platforms are approved, the CST will consider this as an option in the event that we don't return to school in September.

Students who received written consent for a full CST evaluation, and where the evaluations were unable to be completed, will receive special education accommodations and modifications by the grade level Special Education teacher.

Out-of-District Placements

The Golden Door Charter School does not have any students in out-of-district placements at this time. Communication with out-of-district schools and transportation for students attending out-of-district schools is not applicable to Golden Door Charter School.

11. ELL & BILINGUAL SERVICES

Bilingual education is not part of Golden Door's educational model. Golden Door Charter School currently has no Bilingual students enrolled.

Golden Door Charter School is addressing the needs of its English as a Second Language / English Language Learner students in as part of this plan. The school has a roster of more than 20 ESL students who are receiving ESL services. All of the teaching is done in English with resources printed in English. The school communicates with ELL families and students through emails and phone calls which are obtained from the Oncourse student directory website. If students and their parents need translation materials and directions, WIDA has developed a visual resource in English and Spanish. In supporting families with young children at home, WIDA Early Years offers downloadable activity booklets, in English, Spanish, Arabic, and Simplified Chinese that are appropriate for young children ages 2-7 years. This is to aid educators in promoting the importance of home language with the students and families they serve. During the COVID-19 related school closure and the implementation of remote learning the ELL students are being taught online with distance-learning via the Zoom website. The teacher can accommodate students who have the technology to connect to the internet, and use required code numbers to access the Zoom site. The teacher can show students materials in reading, grammar, and new vocabulary. Much of this is taken from Pearson Realize and ESL Library. ELL lessons can also be supplemented with language games from Ultimate SLP. Golden Door also has personnel for internet technical support.

12. COUNSELING & HIB

In the event of a school closure due to COVID-19, school counselors will be required to continue on-site office hours. Office hours are on school days from 7:55a.m. until 3:25p.m. Should the decision be made to allow school counselors to telecommute, students and parents may reach the school counselors by e-mail and by phone. School counselor e-mails will be shared with parents and students. In addition, the school will explore the possibility of *call forwarding* as an additional method to reach school counselors. If this is possible, any students or parents who call the counselors' work extension will be automatically forwarded to the counselor's private line, enabling live, one-to-one communication. Learning the facts can help ease the minds of students, help reduce anxiety, and dispel any stigmas that can cause fear toward ordinary people instead of the disease that is causing the problem. These lessons provided to the students was geared towards helping students understand about how viruses work and the best ways to work together to prevent from being infected and infecting others.

Lesson: Coronavirus and Hygiene

Grades: K thru 2nd

Resources/Materials: Hygiene You Stink Video, posters and other resources

1st & 2nd Grades: Exploring The New Coronavirus: A Comic Book Just for Kids

- <http://www.caprado.org/articles/2020/03/07/just-for-kids-a-comic-exploring-the-new-coronavirus/>

Good Hygiene

- <https://www.youtube.com/watch?v=v8OIjULxE6s&list=PLfb9zvqgqdo8VAZrerOwI3m23azt-vyO0&index=8&t=63s>
- <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>
- Coronavirus Fact Sheet/Stop the Spread
- Handwashing Song

Lesson: Coronavirus and Hygiene

Grades: 3 thru 8th

Resources/Materials: Brain Pop video, quiz, worksheet, posters and other resources

- **Coronavirus**
<https://www.brainpop.com/health/diseasesinjuriesandconditions/coronavirus/>
- **Coronavirus Fact Sheet/Stop the Spread**
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- **Handwashing**
<https://www.youtube.com/watch?v=2OKr53uXhS4>

The school counselors will be available during normal office hours. In the event that a child feels they are being bullied or harassed, whether in person or online, they are encouraged to email the counselors who will contact the student(s) upon receipt. Information regarding the schools anti-bullying policy can be found at the following link:

- https://goldendoorschool.org/for_parents/key_policies/anti-bullying_policy

13. STUDENT ATTENDANCE

The homeroom teacher will take student attendance during each instructional day. Attendance will be posted each morning into OnCourse. During remote home instruction, no students will be penalized for attendance or non-attendance. If a student does not participate in remote home instruction every effort will be made to remedy the

situation. Initial contact will be made by the classroom teacher (often times with Remind-App). If this is not successful contact is made by the following school personnel respectively; school counselor, curriculum supervisor, Assistant Director, school nurse and Chief Academic Officer if needed.

14. EMPLOYEE EXPECTATIONS & OFFICE HOURS

In the event of an extended school closure when home instruction is taking place, the following staff members may be required to report to work:

- School Administrative Team
- Office Staff
- Security Staff
- Custodial Staff
- Network Administrator
- School Nurse
- School Counselors

All Instructional staff may work remotely. Workday hours will remain the same as a normal school day hours initially with the possibility of reduction to half days as the situation involves. Staff members working remotely will be required to work their regularly scheduled day in accordance with our school calendar. They will be required to sign-in using our school information system (OnCourse) at 7:55a.m. and sign-out at the end of the workday at 3:25p.m. Daily lessons must be posted at 8:00a.m. Teachers must be available remotely to students, parents, school administration, and office staff during the entire school day. Lesson planning for previous days' lessons will take place during this time in order to ensure the prompt posting of daily lessons.

15. SCHOOL MEAL SERVICE

➤ *3-16-20 thru 5-12-20*

Golden Door Charter School will initially work with its FSMC (i.e. Maschio's Food Service) to have food delivered to the school. We have a strategy in place to avoid distribution in a setting that would avoid large crowds or gatherings by providing a staggered "grab-and-go" option for students who qualify for free/reduced lunch. The School will continue to monitor and evaluate potential supply chain concerns relating to food distribution.

Meals will consist of fruit, vegetable, milk, grain and protein with a Maschio's employee utilizing a tally sheet to keep track of the number of students who are picking up meals to take home in a grab-n-go fashion. Number of meals and program end date may vary based off additional parent surveys and if school closures are extended for a longer period of time.

Should it be determined that offering meals is resulting in minimal interest, then rather than further expose the onsite school staff, parents and students through the distribution process, we will notify parents that we will no longer be providing meals onsite. In such

an instance, we will also notify them of alternate resources where they can obtain meals as needed.

➤ *5-13-20 thru 6-23-20*

After several consecutive weeks where no lunches were picked up, the determination has been made to cease the “grab-and-go” option and re-direct any interested students to the nearest district school building where lunch is served. This is more cost-effective and will help minimize traffic to the school while providing an alternative for students (if any) in need.

16. FIELD TRIPS & AFTER SCHOOL ACTIVITIES

All field trips and afterschool activities will be postponed until further notice.

17. BEFORE-CARE & AFTER-CARE SERVICES

In the event of a school closure, all before-care and after-care services will be cancelled.

18. TRAVEL

Parents and guardians will be asked to report any international travel to the School Nurse prior to return to School.

19. BUSINESS OPERATIONS

Payroll can be entered offsite through VPN access. Paystubs for any live checks could be mailed out directly from the payroll company with payroll packets available for the business office personnel electronically. In the event that transmittal is not possible due to server issues, payroll can also be submitted to the payroll company by using input sheets that can be emailed with changes/updates. All steadily employed (salaried and hourly) staff members will be paid for the days that the School is closed due to such a health related outbreak.

Checks can be cut offsite for vendors through VPN access. Plans are in place to both print checks and process them manually in the event of technological difficulties.

20. BOARD MEETINGS

In the event of a school closure *without an outbreak onsite*, then the Board Meetings will continue to occur in the School’s Conference Room. In the event of a closure *due to an*

onsite outbreak, then the meeting will move offsite at a location to be determined. In either event, at least one member of the voting or non-voting Board members will be required to be onsite for public participation. The other members will be permitted to participate via conference call if quorum is met and proper notification has been given.