

HAMPTON ACADEMY
Public Health - Related School Closure Plan
2019 – 2020 School Year

PURPOSE OF PLAN

Provide Instructional Services as directed by N.J.A.C. 6A:16-10.1 **if** Hampton Academy or a Hampton Academy Sending District is asked to close preemptively or reactively due to the COVID-19 Virus.

Hampton Academy serves 86 students in grades K-12 on varied instructional levels.

During the week of March 9th – March 13th Hampton Academy surveyed staff, students and their families to insure this school closure plan provides equitable access to instruction for all students with varied and age appropriate needs.

DELIVERY OF INSTRUCTION AND SERVICES

1. **K-12 Special Education Teachers / Health and PE/Visual Arts/Social Workers:**
 - a. Each teacher will create a visual schedule of their school day and develop activities and assignments that will be assessed regularly. The planning period will be on a continuous 3 week duration while this plan is in force.
 - b. Modifications and accommodations per student's IEP will be noted on the visual schedule. Each student will receive an Individualized Remote Learning Schedule during the 1st week of Remote Instruction.
 - c. All Teachers, Paraprofessionals and 1:1 Paraprofessionals will be available for instruction, guidance and support.
 - d. Assignments and projects will be delivered to the students utilizing Zoom Teleconference and/or Google Classroom.
 - e. Remote Learning Packets will be utilized as a supplement for those students who experience challenges with Teleconference and/or Google Classroom.
 - f. A Remote Learning Packet pick-up schedule will be communicated to parents/guardians/sending districts.
 - g. Ongoing administrative guidance and continued clinical support will be in place to differentiate instructional time when needed. Large group instruction, small group instruction, one to one instruction and independent work study will be utilized to maximize student growth and learning to the greatest extent possible.

- h. Attendance will be documented by subject/class via Realtime. A daily summary will be emailed to administration and readily available to our sending districts.
- i. Students will be assessed and graded on assignments and projects. Mid-marking period Interim Reports and End-of marking period Report Cards will be issued per the School Calendar. During Remote Learning the following Evaluative Criteria will be used:
 - Productivity
 - Cooperation
 - Quality of Performance
- j. Remote Learning Packets will be delivered to those families with no access to transportation.

2. Related Services:

- a. All related service staff will prepare an updated list of students they are servicing noting the duration and frequency of the service.
- b. The updated list will be submitted to the Assistant Director.
- c. In the event of a student's service interruption, due to a preemptive or reactive sending district closure, the service provider will contact the parent/guardian of the student and arrange a compensatory session.
- d. The Educational Services Unit of The Burlington County Special Services School District is contracted with Hampton Academy to provide Related Services. (*Speech Therapy, Occupational Therapy and Physical Therapy*)

3. Child Study Team Members:

- a. Each Child Study Team Member will review their caseload and submit an updated list to their immediate supervisor. Students requiring a high level of monitoring will be noted separately.
- b. In the event of a student's counseling session interruption, due to a preemptive or reactive sending district closure, the Child Study Team Member will contact the student's place of residence to provide guidance and support.
- c. Attendance will be monitored daily and documented in Realtime.
- d. Clinicians will utilize Zoom Teleconference to hold group/individual counseling sessions per each student IEP.
- e. Clinicians have prepared relevant and developmentally appropriate activities and strategies related to IEP goals and objectives.
- f. Plans for frequent communication with sending districts were developed. E-mail and Zoom accounts are in place to provide a variety of platforms.

- g. Annual Reviews will continue to be scheduled via essential staff and the sending district, mutually. Zoom Teleconferencing will be utilized to facilitate Annual Review IEP Meetings. Video Conferencing may be held with administrative approval.
- h. Self-Care Strategies for our students and their families has been incorporated into each Social Workers delivery of service during the school closure.
- i. Wellness Calls by the School Social Worker and Teacher/Student Discipline Advisor will be planned during morning Clinical Zoom Meetings.

4. **Nursing Services/Nutritional Services:**

- a. The Nursing Staff will compile an updated list of students receiving nursing services noting the specific service and submit to the Executive Director.
- b. In the event of an interruption in a student's nursing service, due to a preemptive or reactive sending district closure, a member of the nursing staff will contact the student's place of residence to provide guidance and support.
- c. Attendance will be monitored daily.
- d. Implement the provision of school nutrition benefits or services for eligible students who do not utilize the sending districts initiative.
- e. Monthly medication monitoring will remain in place for those students who currently utilize psychiatric services.

5. **Summer Program:**

- a. Hampton Academy provides a NJDOE approved abbreviated Summer Program for students with varied needs. The program offers 3 components:
 - Academic Remediation
 - Credit Completion
 - Social Skills Training
- b. Should the Governor order all schools to remain closed for on-site instruction, staffing will be in place to delivery these components remotely to students who require the Summer Program, per their IEP.
- c. The Summer Program is scheduled for July 13th through July 31st

6. **General Information:**

- A completed work "Drop Box" has been established for 24/7 use.
- Hampton Academy will communicate regularly with parents/guardians utilizing Robo Calls and frequent correspondences to inform them of Remote Learning updates/timelines.
- When applicable, Hampton Academy will update parents/guardians of any additional information regarding the Health Related Closure.

- Essential Staff will be on-site during regular school hours for immediate assistance to our students/parents/guardians/sending districts should an issue arise. Essential staff will consist of the following:
 - Executive Director
 - Assistant Director
 - School Psychologist
 - Secretarial Staff
 - Nutritional Staff
 - Custodial / Maintenance Staff
- Realtime will be utilized to document IEP implementation including the tracking of services, student progress, as well as provisions for accommodations and modifications.
- Utilizing the classroom teacher, paraprofessional, one to one paraprofessional, continuous clinical support and administrative guidance, this School Closure plan is designed to maximize student growth and learning to the greatest extent possible.
- Students who are not regularly participating in remote instruction will be monitored via the daily attendance procedure. The sending district and or parent/guardian will be notified to develop a plan for participation.
- For non-English speaking students and families, appropriate translation services will be provided to assure that language is not a barrier to communications and related needs.
- A thorough cleaning and sanitizing of each classroom/office area was initiated during the 1st week of the school closure.
- Custodial/maintenance staff will conduct daily cleaning and sanitizing throughout the school closure.
- All seniors (7) show no credit shortage and are on-schedule to graduate from their Sending District. Hampton Academy will issue their annual certificate of completion, in-person, at a mutually agreed upon day/time. Administrative Order #2020-04 will be adhered to.
- When on-site instruction resumes Hampton Academy will administer individual assessments to monitor potential learning losses. If a measurable learning loss is found accommodations can be mutually developed with the Sending District and Hampton Academy.

If Hampton Academy is directed by The NJDOE, The New Jersey Department of Health or our Board of Governors to preemptively or reactively close, this plan will be implemented and monitored by Hampton Academy Staff.

All plans will be communicated to our sending districts for comments and/or concerns.

Hampton Academy will review and modify its School Closure Plan as new information and guidance is made available. All modifications will be submitted to the Hampton Academy Executive Board for approval.

The Approved School Closure Plan will be submitted to the Burlington County Office of Education and posted on the Hampton Academy web-site per the New Jersey Department of Education directive.

Submitted on: 5/18/2020