

# Little Falls Township Public Schools



## District Health-Related Closure Preparedness Plan

**One District...One Team...One Vision**

32 Stevens Ave. Little Falls, NJ 07424



## PREPAREDNESS TEAM

Tracey Marinelli	Superintendent
Christopher Jones	Business Administrator
Dana Sprague	School #1 Principal
Nicole Dilkes	School #3 Principal
Jill Castaldo	School #2 Principal
Dawn Daura	Director of Special Services
Charles Smith	Buildings and Grounds Manager
Tavaris Walton	Technology Coordinator

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### COMMUNICATION:

The Little Falls Township Public Schools will communicate with all families, stakeholders, and community members via:

- Realtime E-Blasts
- Realtime Text Messages
- Updates on Parent Portal
- Little Falls Township Public Schools App
- Social Media
- Reverse 911 phone calls

### CONTINUUM OF EDUCATION:

In the event that the Little Falls Public School District is impacted by a required closure, we would proceed with daily instruction virtually.

1. The district is able to distribute a device and charger to every student and staff member grades preschool – 8.
  2. Utilizing Google Classroom, Google Hangout, SeeSaw, Teacher Webpages, and online versions of our textbooks, teachers would be able to provide the regular day's instruction.
  3. Google Hangout times have been established so no conflict exists between whole group classroom discussion and individual student assistance that may be needed.
  4. Materials such as rulers, graph paper, leveled readers, and calculators will be distributed as well where needed.
- ❖ Inclusion sections, LLDI, and LLDII will all follow the same as above.
  - ❖ Boost will follow same as above.
  - ❖ **Attached is a sample of our Virtual Teaching master table that remains a working document. Staff are making updates daily so that the information is most relevant and up to date.**





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**WiFi:**

If a student does not have access to WiFi:

1. We will provide students with hotspots OR
2. Provide textbooks and duplicate lessons to be completed with pencil and pen

**STAFF ATTENDANCE:**

Staff attendance will be accounted for in the following ways:

1. Google Hangout PLCs
2. Google Hangout Faculty Meeting
3. Communication logs with parents/teachers

**\*Staff should contact their school secretary, nurse, and principal if they are sick so that we are able to monitor attendance as well as illness indicators. In addition, staff should document their absence in Aesop.**

**STUDENT ATTENDANCE:**

Student attendance will be accounted for in the following ways:

1. Google Hangout Sessions
2. Submission of daily assignments
3. Response to any required communication

**\*Parents should continue to call the student absence number if their child is sick so that we are able to monitor attendance as well as illness indicators.**

**RELATED SERVICES:**

Speech Therapists:

- Prepare activities that support speech objectives for the students on therapists' caseload; (ie: utilize paper activities, apps on an iPad, individual student activities on Google Classroom, SeeSaw).
- Therapists will contact families to provide support via Google Classroom, phone, email. Contact will be documented.
- Any missed sessions will be tracked and made up upon school reopening.



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Occupational Therapists:

- Prepare activities that support occupational therapy objectives for each student on caseload.
- Provide fine and gross motor activities / sensory activities that could be completed utilizing commonly found items in the home.
- Therapists will contact families to provide support via Google Classroom, SeeSaw, phone, email. Contact will be documented.
- Any missed sessions will be tracked and made up upon school reopening.

Physical Therapists:

- Prepare activities that support physical therapy objectives for each student on caseload.
- Provide instruction regarding activities, movements, exercises that could be completed at home to support objectives.
- Therapists will contact families to provide support via Google Classroom, SeeSaw, phone, email. Contact will be documented.
- Any missed sessions will be tracked and made up upon school reopening.

ELL:

- Virtual Learning will be provided through Google Classroom, SeeSaw, Web Based learning programs, online lessons to address the individual needs of each student.

**PARAPROFESSIONALS:**

- Will assist teachers in the preparation of materials.
- Will assist teachers, as needed, during this period of time.
- Complete additional online training through Safe Schools.
- ACE Training.
- Will assist with delivery and distribution of meals to our free and reduced population.

**OUT OF DISTRICT PLACEMENTS –**

**If we are closed and they are not, are our students continuing to attend?**

- Windsor – Yes, Students will continue to attend school.
- New Beginnings – Yes, Student will continue to attend school.
- Washington School (BCSS)- Yes, Student will continue attend to school.
- PVHS (BCSS) – No, Student will not attend school. Student will be provided with home programming as outlined in PVHS (BCSS) emergency plan.



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**OTHER STAFF RESPONSIBILITIES:**

Behaviorist:

- Will contact the families of students with behavior plans on a weekly basis (or more if needed), to check and provide suggestions and support. Will oversee students utilizing ACE and monitor programs. Contact and activity logs will be documented.

Child Study Teams:

- Case managers will remain available to families to provide support. Contact with families will be via phone or email. CST will remain in contact with Special Education teachers to ensure students' goals and objectives are being met. CST will complete all necessary paperwork associated with IDEA timelines and compliance regulations. Contact and activity logs will be documented.

Nurses:

- Check absence verification system to log student attendance and symptom descriptions
- Communicate regularly with local health department.
- Disseminate any information necessary to staff and/or administration.
- Disseminate any information necessary to parents.
- Google Hangout with crisis team:
  - District Nurses
  - Principals
  - Director of Special Services
  - School Psychologist
  - Superintendent



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**FACILITIES:**

In the event of a school closure, continued custodial services of all three buildings is anticipated. Custodial staff will continue to clean and sanitize all facilities and buses. The custodial staff will work on a schedule that is developed with and agreed upon by the Buildings and Grounds Manager and Business Administrator.

**MEAL SERVICE:**

- Students who qualify for free and reduced meals will continue to receive breakfast and lunch.
- Meals would be prepared in our School #1 kitchen by Pomptonian.
- Pomptonian's staff just completed a review course on the proper food handling techniques in avoiding the spread of illness. We have a certified ServSafe Food Manager in district.
- Meals will be distributed using district buses, secretaries, and paraprofessionals.
- Meals will be left at front door.



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