



# Deptford Remote Learning Action Plan

## COVID-19

Updated 3/23/2020

School Profile for Remote Learning	
County	Gloucester
District	Deptford Township Schools
Chief School Administrator	Mr. Arthur Dietz
Phone Contact	856-232-2700, ext. *3014
Total Number of Students	4,076
Pre-School (Pre-Kindergarten)	204
Homeless	69
Low Socioeconomic (F/R Lunch)	1,484
Students with Disabilities	837
English Language Learners (ELL)	73
Essential Personnel	Superintendent (1) – chief school administrator.
	Business Administrator (1) – chief financial officer.
	Chief Academic Officer (1) – curricular, instructional, assessment, and grade officer.
	Central Office/Business Office Staff (9) – on rotating and as-needed basis.
	Coordinator of Communications (1) – communicate with staff and public. Remotely on-call.
	Technology (administrator, technicians) (5) - Maintains the network, devices, and website. Assists with student, parent, and staff technology issues. Working remotely, on call if an emergency arises.
	Interim Facilities Manager, Supervisor of Grounds, Supervisor of Custodians (3) – monitoring, cleaning, and maintenance of buildings. 55 employees on call, on a rotating schedule, if emergency arises.
	Food Service Director (1) and Food Service Worker (5) – Additional 11 food service workers for distribution of breakfast and lunch to families on a rotating basis, as needed.
	Supervisor of Transportation (1) and Mechanics (3) – Maintenance of district vehicles and buses.



# Deptford Pandemic Phase Level Action Plan

## COVID-19

Updated 3/23/2020

Phase 0	Phase 1	Phase 2	Phase 3
No Confirmed Cases in Gloucester County <sup>1</sup>	Confirmed Case in Gloucester County <sup>1</sup>	Growing Number of Confirmed Cases in Gloucester County <sup>1</sup>	Widespread Number of Confirmed Cases in Gloucester County <sup>1</sup> OR Confirmed Case in DTS
Follow CDC, NJ Department of Health, & Gloucester County Department of Health and Human Services Guidance <sup>8</sup>			
<b>School In Session</b> <ul style="list-style-type: none"> <li>• Monitor <sup>2</sup></li> <li>• Provide preventative education campaign</li> <li>• Provide training to staff on remote instruction, including Canvas, Google Classroom, IXL, &amp; others</li> <li>• Initiate Pandemic Preparedness Plan</li> <li>• Implement Board Policies <a href="#">8420</a>, <a href="#">8451</a>, and Emergency Management Plan</li> <li>• Consider postponing student and staff travel in areas that are a focus of infection <sup>3</sup> – reschedule as possible</li> <li>• Consider prohibiting groups traveling from areas that are a focus of infection to our District.</li> </ul>	<b>School In Session</b> <ul style="list-style-type: none"> <li>• Consider postponing outside groups' events in our buildings <sup>4</sup> – reschedule as possible</li> <li>• Consider postponing student and staff travel in areas that are a focus of infection <sup>3</sup> – reschedule as possible</li> <li>• Consider prohibiting groups traveling from areas that are a focus of infection to our District.</li> <li>• Consider suspending student volunteer activities</li> <li>• Consider alternatives for audience attendance at DTS hosted school activities <sup>5</sup></li> </ul>	<b>School In Session</b> <ul style="list-style-type: none"> <li>• Consider postponing all athletic and extracurricular activities <sup>5</sup> – reschedule as possible</li> <li>• Consider postponing all District-sponsored events – reschedule as possible</li> <li>• Consider postponing all travel and field trips – reschedule as possible</li> </ul>	<b>School Buildings Closed <sup>6</sup></b> <ul style="list-style-type: none"> <li>• Transition to remote learning</li> <li>• Follow District Shortened Day Early Dismissal Schedule without lunches</li> <li>• Daily M-F district communication with parents and community through e-mail, website, social media, &amp; Blackboard</li> <li>• Daily M-F teacher communication with students/parents through teacher websites / Learning Management Systems</li> </ul>

- **Mandatory 14-day quarantine for any staff member or student with a confirmed case or living with someone with a confirmed case of COVID-19**
- **Mandatory 14-day quarantine for all staff that traveled to-from or who have someone living with them who has traveled to/from [CDC designated level 3 areas](#)**
- **Mandatory 14-day quarantine for all students that have traveled to/from [CDC designated level 3 areas](#)**

1. Will consider confirmed cases in bordering counties
2. DTS will monitor COVID-19 status daily to determine appropriate phase
3. Focus of infection is defined as a geographical area with at least one confirmed case
4. Outside groups are Tier I and other facility users as defined in [Policy 7510](#)
5. Activities include, but are not limited to, athletic contests, musical performances, and academic competitions
6. Buildings closed to all students – status will be reviewed and monitored daily
7. As per [Policy 8451](#)
8. Transition between phases done in full consultation with state and local agencies

***Schools will follow the Shortened Day Early Dismissal Schedules (4 hours) for all staff.***

Remote Learning	Special Education	Related Services	Food Service	Transportation
<ul style="list-style-type: none"> <li>Teachers will deliver instruction remotely according to grade-level, our curriculum pacing guides and standards. This will occur in various ways including electronically through Canvas, IXL, Google Classroom, e-mail, online textbooks, &amp; teacher website assignments; via traditional paper-and-pencil methods including prepared packets, printed versions of electronic-based assignments, novel reading, journals, and workbooks.</li> <li>The district purchased a Virtual Private Network (VPN) in March 2020 and maintains it to provide safe, remote access to district and cloud resources</li> </ul>	<ul style="list-style-type: none"> <li>Students will continue their accommodations and modifications per their individualized education plan (IEP).</li> </ul> <p><b>IEP Annual Meetings</b></p> <ul style="list-style-type: none"> <li>Meetings with parents and members of the child study team will continue as scheduled via teleconference.</li> <li>Case managers are reaching out to parents to reschedule on an as-needed basis.</li> </ul> <p><b>ESL/ELL Families</b></p> <ul style="list-style-type: none"> <li>Correspondence with families will be attempted in their native language.</li> <li>Instructions will be given on how to use the translation tool on the district's webpage to translate activities and</li> </ul>	<ul style="list-style-type: none"> <li>Counselors will deliver guidance through Genesis and Naviance.</li> <li>Other related services will continue upon students' return to school.</li> </ul>	<ul style="list-style-type: none"> <li>The district will offer meal pick-up for students of Deptford Township Schools at the high school through food service vendor Nutri-Serv.</li> <li>Procedures are in place for parents/guardians to place their order for their meals to pick up on <b>Monday and Wednesday</b> at the high school.</li> <li>Contact information for placing order (Ms. DiPippo).               <ul style="list-style-type: none"> <li><u>Email:</u> <a href="mailto:DiPippo.C@DeptfordSchools.org">DiPippo.C@DeptfordSchools.org</a></li> <li><u>Phone:</u> 856-232-2700, ext. *2539.</li> <li><b>Orders for pick up on Mondays (for Monday and Tuesday) will be placed by Sunday.</b></li> <li><b>Orders for pick up on Wednesdays (for Wednesday, Thursday, and Friday) will be placed by Tuesday at 12:00 PM.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The transportation dispatcher and the administrative assistant for special education will be in contact with out-of-district schools to determine if there are closures and students will not need to be transported.</li> <li>If DTS were to move to Phase 3 of the Pandemic Phase Level Action Plan, transportation to out-of-district schools will be suspended.</li> </ul>

<p><b>Instructions for Students in Need</b></p> <ul style="list-style-type: none"> <li>• The Spartan Chromebook Plan will allow students to check out Chromebook computers and charging components as needed.</li> <li>• Instructions for access to internet through Comcast will be provided.</li> <li>• Paper copies of assignments will be printed and provided at schools, as necessary, upon request from parent/guardian.</li> </ul>	<p>messages in the family's foreign language.</p> <p><b>Medically Fragile Students</b></p> <ul style="list-style-type: none"> <li>• Homebound instruction will continue to take place with students on an individualized basis through remote learning.</li> <li>• Teachers will contact students and parents individually through phone and email.</li> <li>• Assignments will be shared with students via website, email, LMS or home drop-off.</li> </ul>			
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School Nutrition Plan	
SFA Name	Nutri-Serve
Agreement #	01501100
Date of Meal Distribution will Begin	March 18, 2020
Date of Meal Distribution will End	To be determined
Schools/Site Where Distribution of Meals will Take Place	Deptford High School
Meals to be claimed for reimbursement per day	<ul style="list-style-type: none"> <li>• Two meals per child per day</li> <li>• All students of Deptford Township Schools</li> </ul>
Who is Eligible?	How will meals be prepared and distributed?

- All students of Deptford Township Schools

- Parents will be notified via the daily announcements regarding how to place breakfast and lunch order for **Monday/Tuesday and Wednesday/Thursday/Friday**.
  - Meals will only be distributed on **Monday and Wednesday**.
  - Both breakfast and lunch will be provided at the same meal pick-up.
  - Parents/guardians may select an option when placing their order the day before.
  - All meals will meet the federal requirements for Nutrition Standards in the National School Lunch and School Breakfast Programs.
- Parents will call in or email and select an option for breakfast and lunch for the next day.
  - This will allow the cafeteria staff to prepare for the number of meals expected.
  - Ms. DiPippo:
    - Email: [DiPippo.C@DeptfordSchools.org](mailto:DiPippo.C@DeptfordSchools.org)
    - Phone: 856-232-2700, ext. \*2539.
- Three satellite schools are equipped and prepared for distribution of meals (as needed).

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	1. Superintendent 2. Business Administrator 3. Chief Academic Officer	1. Chief school administrator 2. Chief financial officer 3. Curriculum, instruction, assessment	3
Central Office/Business Office Staff	1. Administrative Assistants 2. Clerks 3. Accountant	Assist administrative staff. Payroll and accounts payable. (On rotating and as-needed basis)	9
Communications	Coordinator of Communications	Communicate with staff and public. (Remotely on-call)	1
Maintenance	1. Interim Facilities Manager 2. Supervisor of Facilities	Monitoring, cleaning, and maintenance of buildings. 55 employees on call, on a rotating schedule, if emergency arises.	2
Custodial	Supervisor of Custodians	Monitoring, cleaning, and maintenance of buildings. 55 employees on call, on a rotating schedule, if emergency arises	1
Transportation	1. Supervisor of Transportation 2. Mechanics (2)	Maintenance of district vehicles and buses.	3
Technology	1. Chief Technology Officer 2. Network Specialist 3. Technicians	Maintains the network, devices, and website. Assists with student, parent, and staff technology issues. Remotely on-call)	5
Food Service Personnel	1. Food Services Manager 2. Food Service Employees (5)	Collect food orders from phone and emails. Prepare meals for pick-up. (11 employees on call, on a rotating schedule, if emergency arises).	6
Teachers	Hours per day	Remote	Onsite
	4	All teaching/certificated school staff	0