

**LINK COMMUNITY CHARTER SCHOOL
HEALTH-RELATED PREPAREDNESS PLAN**

March, 2020



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General Information on COVID-19 Coronavirus

Guidance for Schools from NJ Department of Health

https://www.nj.gov/health/cd/documents/topics/NCOV/COVID19_schools_FINAL_3.4.20.pdf

Centers for Disease Control and Prevention Information on Coronavirus

<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

Signs and Prevention Tips from NJ Department of Health

https://www.nj.gov/health/cd/documents/topics/NCOV/INFOGRAPHIC-covid-19-quick_facts.pdf

Posters placed throughout the building

NJ Coronavirus and Poison Hotline

1-800-222-1222 or 1-800-962-1253 if using out-of-state phone line

LCCS Response to Seasonal Flu and COVID-19 Coronavirus

December 2019 - February 2020	<p>Communications home through Weekly Purple Envelope with school protocols regarding the flu and cold season</p> <p>Placement and continual restocking of hand sanitizers throughout building</p> <p>Continual cleaning and disinfecting of high contact areas throughout the building</p>
March 3, 2020	<p>Letter to school community regarding school response</p> <p>School Leadership Participation in Governor’s Coronavirus Preparedness Briefing Call (NJDOH)</p>
March 5, 2020	<p>NJDOE issues guidance on “home instruction” for health related closings</p>
March 6, 2020	<p>Staff Meeting to discuss school response</p>
March 9, 2020	<p>School Leadership Participation on Conference call with NJ Office of Charter and Renaissance Schools</p> <p>Leadership Meeting to discuss school preparedness plan</p> <p>School Board Meeting discussion on preliminary plan and scheduling of emergency board meeting on March 19th via conference call (capacity to handle all school families) with notices posted</p>
March 10, 2020	<p>Creation of dedicated webpage on school site https://linkschool.org/covid-19-coronavirus-information-and-updates/</p> <p>Leadership Meeting to continue detailing school preparedness plan and initiate early dismissal on Friday, March 13th for planning and disinfecting.</p> <p>Phone blast to school families to inform of early dismissal</p>
March 11, 2020	<p>School response to email request from County Superintendent</p>

Leadership Meeting to continue detailing school preparedness plan

March 12, 2020

Planning session with school technology consultant

Purchase of emergency chromebooks to deploy to students as needed

Leadership Meeting to continue detailing school preparedness plan

School response to Technology Survey issued by NJDOE

March 13, 2020

Meeting with Social Workers, Nurse and Deans to discuss School Preparedness Plan

Presentation on School Preparedness Plan to all staff

Instructional Planning Session for Teachers re: remote learning strategies and review of available tools

School response to Meals Survey issued by NJDOE

General School Preparedness

Emergency Preparedness

- This document provides a thoughtful plan to deliver LCCS's mission and meet application law and regulations during a health-related closure of the school.
- LCCS' general Emergency Plan remains in effect. The school will continue to use guidance from the NJ Department of Health and its local agencies, as well as the NJ Department of Education in responding to health related emergencies.
- This plan is a living document and will be adapted to respond to changing conditions of such a health-related closure.

Building Access

- The school building will be accessible for small groups as necessary, including the distribution of school meals and student resources.
- The school building will be staffed by the custodian, administrative staff, and a member of the leadership team (in rotation).

Communication

- LCCS will continue to use its School Messenger communication system to send emails, phone calls and text messages to school families and staff with updates regarding school operations and health/safety.
- LCCS developed a dedicated page on the website to keep the school community informed: <https://linkschool.org/covid-19-coronavirus-information-and-updates/>
- LCCS will also use its social media platforms (facebook, twitter) to communicate with the community.
- All staff and students will have access to their LCCS email addresses.
- All communications with stakeholders, the media and the public are directed by the Head of School in collaboration with the Principal, Chief Operating Officer, and the Director of Communication.
- Meetings will be conducted via Google Hangout with Zoom and TEAMS as backup platforms.
- Mobile devices/service will be provided to the school social workers, nurse, deans and director of admission and high school placement for ongoing communication with families and discharge of their duties.

Student Records

- All student and family data may be accessed remotely by school personnel through the Student Information System (PowerSchool) which is hosted off site by Pearson and provides appropriate levels of privacy/confidentiality.
- DeansList is also available to all staff as a communication tool.

School Operations Leadership and Staffing Team

LCCS will continue to function under the leadership of the head of school and the direction of the principal and chief operating officer. During any school closure where operations continue, the following administrators and staff will lead/implement the major areas of the school:

Maria Pilar Paradiso, Head of School

- State and County Level Communication, Coordination, Compliance
- Board Relations/Meetings

- Public Relations and Community Engagement
Sharon Machrone, Director of Communications

- Enrollment, High School Placement, Summer Opportunities
Greg Silver, Director of Admission and HSP

- Transportation, SIS, Enrollment, Student Records
Erica Bradshaw, Instructional Program Operations Manager

Leslie Baynes, Chief Operating Officer and Bima Baje, School Business Administrator

- Food Services
Marlene Wilson, Cafeteria Manager

- Facility Maintenance and Cleaning
Vidal Carrasco, Plant Manager
Building Cleaner (contractual)

- HR, Benefits, Purchasing
Joven Freeman

- Payroll, Accounting, Compliance, Pension
Bima Baje and Leslie Baynes

Kathleen Hester, Principal

- Supplies, Parent Support
Monique Brooks, School Secretary

- Attendance
Monique Brooks, School Secretary
Da'Cheray Thomas-Ruth, Assistant Dean of Students

- Instructional Program Delivery
Detra DeNully, Dean of Students (English Language Arts)
Christine Kelley-Kemple, Science Specialist and Instructional Coach (science & ss)

Danielle Perrota, Math Specialist and Instructional Coach (math)
 Christine Lynskey, Special Education Coordinator (special education)
 Hannah Kennedy, House Culture Leader (SEL)

- Heath and Wellness Checks
 Karen Hannah, nurse
 Dr. Kia Gundry, school physician (for consultation)
- Counseling Services, Speech Services, Crisis/Trauma Support
 Erika Turner, School Social Worker/HIB Coordinator/Child Study Team Internal Caseworker

Staffing

- The school will continue to employ its regular staff.

Continuity of Operations

- Payroll and benefit will continue on schedule.
- Staff will have access to SBA (Bima Baje) and Finance and Operations Coordinator (Joven Freeman-Wright) during normal school hours via email.
- LCCS Board of Education meetings will continue as scheduled via conference call with secured conference call number: 857-799-9533. An emergency meeting has been scheduled for Thursday, March 19, 2020, at 6:30 pm, to try out this new structure. The secured conference line can support robust parent participation.
- LCCS' Food Service Provider will coordinate packaged food/meals as needed for students with pick up at school between 8:00 and 10:00 am.

Financial Considerations

The School has an appropriate fund balance and cash balance to support temporary disruption to district payments and has secured authority from the school board to explore short term financial options such as a loan and/or line of credit.

Staff Attendance

All LCCS staff are expected to participate fully during a health-related school closure. Staff will sign in and out through Paylocity with individual IDs to capture attendance. Staff who are ill would communicate via LCCS' Call Out procedure and take a sick day pursuant to school policies. Instructional coverage would be provided for teachers who are sick by the administrator assigned to the teaching team. LCCS staff are expected to check-in with the administrator assigned at least two times per day.

Meetings and Planning Sessions

Health-Related School Closure: Instructional Level Administrators will participate in a daily conference at 3:00 pm to address the following preliminary agenda and any other relevant topics with respect to health-related closure activities and programming:

- I. Instructional Delivery Updates and Needs for all Subjects
 - a. Lesson Planning Status Check/Needs
 - b. Teacher Technology Resources Status Check/Needs
 - c. Student Technology Resources Status Check/Needs
 - d. Special Education Status Check/Needs
- II. Attendance Update and Needs
- III. Support Services Update and Needs
 - a. Counseling
 - b. Speech
 - c. Crisis/trauma
- IV. Food and Nutrition Delivery Update/Needs
 - a. Free and Reduced Lunch compliance
 - b. Others
- V. Communication Needs
- VI. Other topics

Ongoing Operations: To keep planning moving forward in anticipation of returning to traditional school operations, Instructional Administrators and other staff will continue to meet regularly to address regular instructional program and curriculum, state assessment, school calendar, summer academy, summer remediation, capacity building/growth, athletics, extracurricular programming, field trips, materials and resources, compliance, enrollment, etc. Meetings to be scheduled via Google Hangout as needed between 8:30 am and 10:00 am.

Leadership Team: LCCS school leadership (head of school, principal and chief operating officer-with SBA as needed) to meet daily via conference call/video at 7:30 am.

Plan for Instructional Delivery

LCCS has developed a plan to ensure robust instruction with strong student engagement and positive learning outcomes. To meet this goal, LCCS will provide

1. Attendance monitoring through direct class-based teacher/and daily advisor contact.
2. LCCS teacher-developed instruction that meets the school's curriculum/course of study. Instruction will mostly be delivered via Google Classroom and Google Hangout. Instruction will include mini-lessons and independent student work.
3. Differentiated learning materials and resources, including digital learning platforms, teacher-created presentations, teacher-created learning packets, independent reading texts, and online access to textbooks.
4. Platforms for student engagement that allow students to ask questions, contribute and respond to questions/prompts.
5. Technology tools to support digital learning, including devices (chromebooks) and mobile hotspots/modems to ensure connectivity for all students in need.
6. Weekly communication to and engagement with school families through advisor and teacher emails, electronic delivery of "Link to Home", and regular website postings.
7. Regular "Health and Wellness" checks via phone/video by the nurse and deans.
8. Ongoing counseling and speech services as provided in IEPs (no other services are currently required).
9. Counseling and crisis intervention as needed by the social workers.
10. Continuation of all Child Study Team meetings and evaluations as appropriate.
11. Provision of Individualized education plan for support in content areas.
12. Administrative/instructional support will be provided to all teachers with content area assignments.
13. Training and resources for teachers to support digital instruction.

The instructional program will comprise a minimum of four (4) hours daily with the following course of study:

Lower House: 5th and 6th grade

- English language arts (balanced literacy model)
- math
- science
- computers
- Spanish
- The arts
- life skills/advisory/social emotional learning
- independent reading
- health/physical education

Upper House: 7th and 8th grade

- English
- math
- social studies
- science
- computers
- Spanish
- The arts
- advisory/social emotional learning
- independent reading
- health/physical education

