



Virtual or Remote  
Instruction Plan  
2023 - 2024

**GOLDEN DOOR CHARTER SCHOOL**

**3040-44 Kennedy Blvd**

**Jersey City, NJ 07306**

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**ADMINISTRATIVE STAFF**

*CHIEF ACADEMIC OFFICER*

Mrs. Tabitha Madera

*SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY*

Mr. Paul Velelis

*CURRICULUM SUPERVISOR: PRE-K THRU GRADE 4*

Ms. Michelle Christophe

*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 GDCS students in the event of a pandemic outbreak. Our educational community has been closely tracking information related to the outbreak of the 2019 Novel Coronavirus (i.e. COVID-19). The COVID-19. 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. Golden Door, along with all other schools in New Jersey, is required to create a specific virtual or remote plan in the event of a school closure. 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
Tabitha Madera	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
Michelle Christophe	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
Altitude Unlimited	Network Administrator	Remote Home Instruction	Technology Related Issues with Remote Home Instruction	3 of 3
Lindsay Kruk	Special Education Supervisor	Special Services	Remote Home Instruction, Special Education Related Services	1 of 1
Fanny Lopez	Assistant Director	HIB/SEL	HIB, on-line climate and culture, Grades PreK through 8 and Counseling Services	1 of 1
Miques Valle	Facilities Coordinator	Facilities	Building Cleaning, Sterilization and Maintenance	1 of 1
Sybil Pugh	Office Supervisor	Main Office	Main Office	1 of 1
Caitlyn Lemberg	Assistant to the SBA	Food Service	Food Service	1 of 1
Pete Caratini	Security Guard	Security	School Security	1 of 2
Angel Fontan	Security Guard	Security	School Security	1 of 2

## 5. DEMOGRAPHICS

Golden Door Charter School has the following breakdown for:

➤ *Demographics:*

- Asian = 56%
- Black = 16%
- Hispanic = 16%
- White = 9%
- Other = 3%

➤ *Meal Counts:*

- 52% of students qualify for either free or reduced meals.

➤ *Students with Disabilities:*

- 8% of our students are students with disabilities.

- *English Language Learners (ELLs):*
  - a. 9% of our students are ELLs
- *Preschool (PK4):*
  - a. 7% 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 students 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**

### Daily Cleaning

Custodial staff will continue to conduct daily cleaning and disinfecting of all common touch areas, furniture, and other surfaces in all areas of the buildings.

#### ➤ *Classroom Cleaning:*

- Wiping down all surfaces including desk shields, desks, tables, chairs, doorknobs, windows, walls, chalk/white boards, garbage/recycle containers and other areas.
- Dusting all walls, ceilings, computers, shelves, ledges, projectors, ceiling fans, and other areas.
- Sweeping and wet mopping floors.
- Wiping down windows.

#### ➤ *Bathroom Cleaning:*

- Wiping down all doors, garbage containers, urinals, toilets, sinks, mirrors, dispensers, windows, walls, and partitions.
- Sweeping and wet mopping floors.
- Hallway/Stairwell Cleaning:
- Wiping down all water fountains, walls, hand railings, doors, windows, and doorknobs.
- Dusting all ledges, window frames, walls, ceilings, and other areas.
- Sweeping and wet mopping floors and stairs.

#### ➤ *Playground Cleaning:*

- When the playground is used by staff/students during the day; it will be disinfected after each use.
- Once all staff/students have left the playground area, the custodial staff will begin disinfecting the playground utilizing the Victory Sprayer with BruTab6S.
- The disinfecting of all playground equipment/surface areas will take a minimum of 30 minutes. During that time no staff or students will be permitted onto the playground.
- After this has been completed by the custodial staff and the BruTab6s has had the required time to properly disinfect all playground equipment/surface areas; the next group of staff/students may enter the playground.

#### ➤ *Daily Disinfecting:*

- After daily cleanings have been completed, disinfectant will be sprayed on all surfaces and common touch areas using Enviro Solutions Neutral Disinfectant ES364.

### Cleaning Schedule

- Custodial staff will conduct cleaning and disinfecting of all hallways, stairwells, doorknobs, water fountains, and bathrooms on an hourly basis beginning at 8:00am.
- Classrooms will be disinfected throughout the school day when the rooms are unoccupied and time permitting.
- If a classroom is unoccupied during the school day for more than 40 minutes, the custodial staff will enter the classroom for cleaning and disinfecting. After school has closed for the day, the custodial staff will begin daily cleaning and disinfecting of the buildings.

### Additional Precautionary Cleaning

- Schools will be closed on Fridays for a deep cleaning of all areas and surfaces in the buildings.
- Custodial staff will conduct team cleaning throughout the buildings. [See Section (1)]
- After each area of the building has been cleaned, an additional disinfectant will be applied to all areas/surfaces: Brulin BruTabs6S with Victory Sprayer.

### Cleaning Chemicals

- Enviro Solutions: ES364 Neutral Disinfectant
  - This neutral disinfectant is suitable for use in schools, hospitals, medical and dental offices, nursing homes, fitness facilities, and public restrooms. It is a broad spectrum anti-bacterial, virucide and fungicide. It is effective against COVID-19, Norovirus, Hepatitis B, Chlamydia psittaci, Herpes Simplex Type 1 & 2, MRSA, Influenza, and HIV-1 and a variety of other diseases or bugs.
  - ES364 has a 5-minute dwell time for disinfecting.
  - EPA Registered
- Brulin: BruTab 6S
  - BruTab 6S has demonstrated effectiveness against viruses on hard, non-porous surfaces and can be used against SARS-CoV-2 (COVID-19).
  - It is a bleach alternative in effervescent tablet form. 6S = Strong, Surface / User friendly, Stable, Sustainable, Simple and Smells clean. Effective against a broad range of microorganisms.
  - EPA Registered

## **9. INSTRUCTION & CURRICULUM: REMOTE LEARNING**

### **Pre-K through Grade 4**

Teachers will deliver their remote lessons in real-time using Google Meets or Zoom. Teachers will upload links into their Google Classroom that will allow for parents and students to access their livestream lessons. A daily schedule will be followed that will

allow for students to be engaged in synchronous learning and enable them to interact in real-time with their teacher and classmates. The school will provide web cameras, tripods, and headsets for each teacher to utilize while livestreaming their instruction. The school will ensure all students are equipped with a Chromebook device and Internet capability. Teachers will use summative and formative data to drive whole group and small group instruction and provide multi-tiered support according to the academic needs of their students.

A daily schedule will be followed Monday-Friday to allow for whole group instruction in the morning from 9:00-12:30, followed by a 1-hour lunch break, then resume in the afternoon from 1:30-3:00 with small group instruction/office hours. Special classes, such as Art and Music, will be pre-recorded live streamed lessons that will be assigned remotely for students to view in the afternoon. If students are not participating in online instruction or submitting assignments the teacher will message the student through Google Classroom and reach out to both the parents and curriculum supervisor.

Sample Schedule Monday-Thursday:

8:15-9:00	Reading
9:00-9:45	Reading
9:45-10:30	Writing
10:30-11:15	Humanities
11:15-12:00	Lunch
12:00-12:45	Science/Social Studies
12:45-1:30	Math
1:30-2:15	Math
2:15-3:00	Humanities

In addition to live streamed lessons, each grade span may also provide supplemental material that is grade-level appropriate:

- a. **Pre-K**: Teachers may create a packet that includes activities for parents to do with their child aligned to the themes in the Tools of the Mind curriculum. Teachers will communicate with parents via Google Classroom as a message board and to link live streamed lessons to students to view. Supplemental activities may 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 deliver lessons in Google Classroom from the SavvasRealize.com digital platform for math, ELA, and Science and Social Studies along with Workbook pages in Readers and Writers Notebook and Math Workbooks. All parents have a Savvas account for their child to access these lessons daily. Teachers will communicate with parents and students via Google Classroom when new lessons and assignments have been posted. Students will be administered online assessments from Savvas Realize. Teachers may choose to email a weekly packet as well for students with supplemental material:
- Reading log
  - Writing templates
  - Projects
- c. **Grades 3 & 4**- Teachers will deliver lessons in Google Classroom from the SavvasRealize.com digital platform for math, ELA, and Science and Social Studies along with Workbook pages in Readers and Writers Notebook and Math Workbooks. All parents have a Savvas account for their child to access these lessons daily. Teachers will communicate with parents and students via Google Classroom when new lessons and assignments have been posted. Teachers will create assignments using Google Forms and Docs as well as assign activities from Realize to Google Classroom. Students will be administered online assessments from Savvas Realize. Teachers will be able to interact with students daily via comment sections as well as with families via text apps.
- d. **Middle School (Grades 5-8)** - Remote Home Instruction – Instruction will take place using Google Classroom and Pearson Realize.
- **Remote Learning:** Students will have all instructional resources online through Google Classroom and various other learning platforms. Attendance will be tracked by teachers via Google Classroom. Students will be required to log in during designated times for “live instruction” sessions while on remote learning. Students on 100% remote instruction will follow a similar schedule to their regular school schedule.
  - **Live Instruction** – Lessons will be recorded and posted to Google Classroom for students to view if they missed the live lesson. Teachers can use a wide array of different tools to conduct live instruction. Some of the different video conferencing tools being used are Google Stream, and ZOOM. Teachers will require students to work from their online textbooks and/or online resources and other educational platforms. Teachers will use Google Classroom to communicate with students and post assignments and due dates. While the teaching tools for each teacher may vary, students will be given tutorials at the start of the year.
  - Remote Sample Schedule

8:15-9:00	Math
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9:00-9:45	Math
9:45-10:30	Reading
10:30-11:15	Humanities
11:15-12:00	Writing
12:00-12:45	Lunch Break
12:45-1:30	Social Studies
1:30-2:15	Humanities
2:15-3:00	Science

- **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.
- **Savvas 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.
- **Additional Learning Platforms:** With the onset of COVID-19, there has been a plethora of learning platforms available for educators, students and parents to utilize. In addition to this main platform, teachers will also have accessibility to adding links to other learning platforms such as: Savvas Learning, Khan Academy, Quizzes, Quizlet, and many more outlets to engage students while remotely learning and reinforce live instructional lessons. Another platform used to communicate, conduct meetings and provide valuable face time with students are Zoom, and Microsoft Teams. Educators can use their discretion as to which platform to use as a means to communicate with students, parents and other educators. Most platforms are extremely user friendly and available at no cost during this pandemic.

e. **Technology** –

- 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 needed 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 virtual and/or hybrid instruction. As a school, we will make every effort to meet the requirements for teacher-student contact time for the students with disabilities during remote and/or hybrid instruction. Teachers will modify the classwork and accommodate their needs to the best of their ability. Student progress will be monitored and feedback will be provided by special education teachers. 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.

Case managers will communicate weekly with parents and students 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 – 2<sup>nd</sup> Grade**

- Special Education teachers have the opportunity to modify classwork prior to being posted on Google classroom/Savvas
- Special Education teachers will be available during school hours to communicate with parents and students regarding classwork.
- Special Education teachers will set up daily virtual meetings with students and/or parents to provide small group/1:1 accommodation.
- Special Education teachers will include daily modifications and accommodations in their lesson plans.

#### **5<sup>th</sup>- 8<sup>th</sup> 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 daily virtual meetings with students to provide small group/1:1 accommodation.
- Special Education teachers will add the Special Education Coordinator to their Google Classrooms so that modifications and accommodations can be tracked.

### **Accelerated Learning Opportunities**

The school offers a comprehensive summer school program that offers Accelerated Learning Opportunities to all students. This program reaches beyond the learning loss that may have happened resulting from COVID-19 and ensures that all students have

access to the highest level of learning opportunities that the school offers and that will make them successful lifelong learners.

### **Title I Extended Learning Programs**

The school offers a variety of extended learning programs funded through various sources which include; Title I, Title II, ARP, ARP ESSER. These programs include our Building Bridges Program (after school fall, spring and summer), basic skills instruction, refreshing of student Chromebooks, First LEGO League, Odyssey of the Mind and Gifted & Talented; however, these programs are suspended in the event of virtual or remote learning.

### **Related Services**

OT, Speech, and Counseling will be provided via virtual platforms if allowed 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 remaining and/or following school year. The CST and special education coordinator will conference weekly. 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 has 2 medically fragile students enrolled, and the case managers will communicate with those students and families to ensure quality instruction is being provided during remote and/or hybrid learning.

### **Annual Reviews**

These meetings will continue through Zoom conferences with the IEP team, and parents can give consent electronically. Timelines shall be considered and extended as necessary.

### **Re-Evaluations & Initial Evaluations**

If the school is open, re-evaluations and initial evaluations will continue to take place. The CST will coordinate a date/time for students to come to the school for evaluations. Appropriate Covid protocols will take place during the onsite evaluations.

It is important to note that evaluations cannot be conducted during a Stay-At-Home order. These meetings will be rescheduled. Timelines shall be considered and extended as necessary. The Special Education Coordinator will be in contact with parents. 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 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. Any issues needing immediate attention which occur after hours, will be handled by the school Administration. 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 emails will be shared with parents and students. Our school counselors will schedule weekly meetings with students through Zoom, and parent meetings will be held for any student in need of intervention. We will attempt to schedule these meetings during the day, at the parent's earliest convenience.

We will be implementing MTSS to support all student's social and emotional needs. Groups will be based on intensity of needs. This proactive approach will include the Assistant Director, the school counselors and the SPED staff (when applicable.)

A “Help Desk” will be re-established and details will be on our School’s website. This will be manned by the Assistant Director and the School’s counselors. Students and families can ask for assistance in the following areas:

- Academics
- Organization
- SEL concerns
- “I need a virtual hug...”
- “My family needs help.”
- “I need school supplies.”
- Lunch/Resources
- Other....

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. Our website has been enhanced to include information broken up into “hubs.” Information in the hubs, will include credible, up to date resources for parents and students. Lessons given by the School counselors will be included in the “parent hub.”

Training for teachers in the areas of culturally responsive teaching and trauma informed teaching will begin in the Fall of 2023. Socio-emotional learning training occurs on a monthly basis through grade-level meets, monthly workshops and resources provided to the staff via email. Should remote learning occur, strategies and techniques will be modified to address the needs of our remote learners.

### **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 be allowed to work remotely or may be required to report to work on-site depending on the health crisis. Workday hours will remain the same as a normal school day hour 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. If there is no official “stay-at-home” order in place, the school’s administration, at its sole discretion, may require employees to report for on-site duties (live-streaming lessons, parent meetings, faculty meetings, staff training/professional development, classroom set-up and classroom breakdown, etc.).

## **15. SCHOOL MEAL SERVICE**

Golden Door Charter School would work with its FSMC (i.e. Maschio’s Food Service) to have food available at 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 on additional parent surveys and if school closures are extended for a longer period of time.

## **16. FIELD TRIPS & AFTER SCHOOL ACTIVITIES (Extra Curricular)**

In the event of a school closure, all field trips and after school activities will be postponed or canceled.

## **17. BEFORE-CARE & AFTER-CARE SERVICES**

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

## **18. TRAVEL**

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

## **19. BUSINESS OPERATIONS**

Payroll can be entered off site 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.