



PATERSON PUBLIC SCHOOLS



Office of the Superintendent of Schools
90 Delaware Avenue, Paterson, NJ 07503
Office: (973) 321-0980 Fax: (973) 321-0470

Ms. Eileen F. Shafer
Superintendent of Schools

March 16, 2020

Emergency Closing- Work Protocols

The district will be closed March 17th- March 31st and will reopen April 1, 2020.

Let me take this opportunity to thank you for collaborating with us during this time of a worldwide crisis. Our top priority has been and will continue to be our students, staff and administrators. There was no course, manual or advanced degree that properly prepared us to address a crisis like the COVID-19.

We received a memo from the NJDOE on March 5th that if the district were to be directed to close by the NJ Department of Health or the local (Paterson) health agency, the district may utilize home instructional packets for enrolled students. Those days would count towards our 180 required days.

Paterson Public School's Academic Plan was submitted and approved by the County Superintendent. The approved plan is attached for your review. The plan includes equitable access to instructional materials and instruction for all students in grades Pre-K-12. There are two phases to the plan:

- Phase one lesson plans/activities cover instruction for Days 1-10 and were completed at the school level.
- Phase two lesson plans/activities cover instruction for Days 11-20 and were completed at the district level.
- Lesson plans and activities include review, reinforcement and interdisciplinary activities aligned to New Jersey Student Learning Standards (NJSLS).
- Assignments are posted on Google Classroom for students with home internet accessibility for teachers that use Google Classroom.
- Paper-Based assignments are provided for all students to ensure equity and accessibility.
- TOTAL instructional time for "home instruction" is 10 hours per WEEK (inclusive of all subjects) with a maximum total student instructional time not to exceed 4 hours per day.
- All assignments are uploaded to each school's website for students' access in case they were absent when the packets were distributed.
- Digital software programs (i.e., ALEKS, Imagine Math, Success Maker, Raz Kids, Achieve 3000, IReady, Moby Max, Google Classroom, etc.) are available to all students with home internet access. Time spent on these programs will be logged and submitted to teachers via a Data Tracker.

- Upon reopening of schools, students will submit their packets to their teachers and the work will be graded and entered into Infinite Campus within five days upon return.

Staff Attendance and Expectations (Certificated and Non-Certificated Staff)

- All staff are required to be accessible via email and calls during school hours for students/ parents to answer questions regarding the student packets.
- All staff are required to check their emails and student portal multiple times throughout their regularly scheduled day.
- Staff must maintain a log of daily work (see attachment) as well as all communications with students, parents, administrators and submit to their direct report by 3 pm daily. The log will serve as evidence for work attendance. This evidence will assure that these days would count towards our 180 required days for students. In instances where no emails were received this would be noted on the log and submitted to the administrator.
- Administrators must maintain a daily log (see attachment) with staff communication as evidence of work attendance. Logs must be submitted to their Unit Assistant Superintendents daily.
- During the closure, teachers are expected to enter grades for all work completed in Infinite Campus/GOLD up until March 16, 2020. A report will be run on March 20, 2020 for verification purposes.
- If you will be traveling (out of state or country) during the period of health-related school closure, please notify your Principal.
- Teachers are expected to prepare lesson plans and packets to cover 10 additional days of remote instruction in the event that the health-related closure is extended. Lesson plans and packets will be due to Principals on March 20, 2020. Once lesson plans and packets are approved by Principals, packets will be sent to the Printshop.
- Provisions will be made for packets to be distributed to students at schools, additional information will be forthcoming.
- Teachers are to prepare and submit lesson plans to cover the week of April 1st.
- All district staff must complete all mandated professional development through HIBster. The modules- COVID-19 for K-12 and Childcare Administrators and COVID-19 Parents, Families and Caregivers must be completed. If you need technical support or password assistance, please refer to: support@hibreporting.com.
- Home instructors for bedside students must be available for communication with parents via email and phone calls. Utilize the attached communication log for evidence.
- Any staff member may be assigned additional tasks as per building principal/supervisor.

Student Attendance

- In order to avoid the possibility of extending the school year and receive credit toward the 180-day attendance requirement, the student's work submission will be utilized as evidence of their attendance. Students are considered absent for each missing day of work.
- Teachers are required to keep a folder for each student and the work submitted.

Payroll

- Business Services and Payroll will be functioning remotely.
- All full-time employees will be paid according to the district schedule.
- All part-time employees who work during the closure at the meal distribution sites should submit time sheets. All time sheets are to be sent via email to Alicia Walton (awalton@paterson.k12.nj.us). Please refer to the attached cut off schedule.

Central Office Staff

Work from home protocols:

- Monitor, read and respond to email daily.
- Monitor and respond to voicemail daily
 - Voicemail retrieval from home:
 - Dial (973) 321-1010
 - Press pound/hashtag #
 - Enter your 5-digit extension
 - Press pound/hashtag #
 - Enter your voicemail password
- Communicate and forward any questions or concerns to their department leader as necessary.
- Federal, State and Local reporting requirements must be maintained during the health-related school closure.
- A daily work log must be completed and submitted to their direct report.

Supervisors/Directors/ Executive Directors

Work from home protocols:

- Monitor, read and respond to email daily.
- Continue to work on department projects/work.
- Maintain a daily work log of communications with teachers, district staff and admin; submit to your direct report.
- Be available for conference calls as needed during your regularly scheduled workday.

All Secretarial Staff

Work from home protocols:

- Monitor, read and respond to email daily.
- Monitor and respond to work extension voicemail daily
 - Voicemail retrieval from home:
 - Dial (973) 321-1010
 - Press pound/hashtag #

- Enter your 5-digit extension
 - Press pound/hashtag #
 - Enter your voicemail password
- Communicate and route any questions or concerns to their building Principal or department leader as necessary.

Facilities, Food Services, and Central Stores Staff

- All PCMA Union Members (Facilities, Food Service and Central Staff, Early Childhood) will be working their normal workdays throughout the health- related school closure. Additional information will be provided by your direct administrator.
- All COSA supervisors must report as per their normal work schedule. COSA security supervisors are expected to work at the meal distribution sites.
- All Building Chiefs will work their normal workdays from 6:30AM until 3:30PM throughout the health- related school closure, to manage the cleaning and disinfecting activities.
- All Maintenance staff will report to work at their regular day and time, as essential personnel during this crisis.
- The Pritchard Custodial Staff working the night shift will be brought in on the day shift, to assist in sanitizing the buildings.

Security COSA Staff

- All COSA security supervisors are expected to work at the meal distribution sites.

Principals/Vice-Principals

- Meal distribution (volunteers)
- Review, monitor and respond to e-mails, phone calls, texts and parent calls.
- Maintain a daily work log of communications with teachers, district staff and admin; submit to your direct report.
- Review and monitor regular and health-related school closure lesson plans (if needed) and upload to Principal drive for Printshop and school website.

Superintendent's Cabinet

- Meal distribution (volunteers)
- Respond to e-mails, phone calls, texts and principal/parent calls.
- Participate in conference calls as needed.
- Maintain a daily work log of communications with teachers, district staff and admin; submit to your direct report.

Cabinet and Principals, please ensure that you are readily available when contacted at home or via cell phone.

Please be safe, keep your friends and families safe as well and take all precautions possible.

