

Clinton Township School District

Our Road Back - Together

Approved by the Clinton Township Board of Education

July 27, 2020

CTSD remains able to modify this plan as the COVID situation develops

8/3/2020 Update: *Face Masks to be worn by all students and staff.*

8/13/2020 Update: *Executive Order 175:*

<https://nj.gov/infobank/eo/056murphy/pdf/EO-175.pdf>

8/26/2020 Update: *Building Schedules adjusted to include recess breaks. Building information is at the end of the document.*

9-11-2020 Update: *Addition of policy 1949 (Federal Families First Coronavirus (COVID-19) Response Act)*



July 27, 2020

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Table of Contents

Introduction	5
Philosophy	5
Goals	6
Decision Making Principles	6
Demographics	7
Health	8
CDC Guidelines Guiding Principles to Keep in Mind	8
Framework for Success	8
NJDOE Conditions for Learning	9
#1 General Health and Safety Guideline	9
#2 Classrooms & Facility Areas: Testing and Therapy Rooms	11
#3 Transportation	15
#4 Student Flow, Entry, Exit, and Common Areas	15
#5 Screening, PPE And Response to Students and Staff Presenting Symptoms	16
#6 Contact Tracing	21
#7 Facilities: Cleaning Practices	21
#8 Food Service	23
#9 Recess /Physical Education	24
#10 Field Trips. Extra-Curricular Activities , and Use of Facilities Outside of School Hours.	25
School Safety and Security	26
Sanitizing	27
Communication	27
Communication Resources	27
Reopening Primary Contacts	28
Planning	32
Scheduling	32
Options for Instruction	32

Staffing	33
Extra-curricular and Athletics	33
Systems of Support	34
NJTSS (NJ Tiered System of Supports)	36
Response to Intervention (RtI)	36
Systems of Support – Faculty/Staff	37
Support Resources	37
Food Service	43
Child Care	44
Technology	44
Academics	46
Special Education & Related Service Delivery	47
Professional Development	47
Assessments	48
Mentoring and Evaluation	48
Medical	48
Policy & Funding	50
Clinton Township Policy References	50
Policy 1648 RESTART AND RECOVERY PLAN	51
9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (M)	57
Policy 9120 COMMUNICATING WITH THE PUBLIC	59
References	61
RESOURCES	67
APPENDIX: CTSD CLEANING AND SANITIZING PROTOCOLS	67
APPENDIX: ASSESSMENTS	68
APPENDIX: SURVEY INFORMATION	71
APPENDIX: BUILDING INFORMATION CTMS	83
APPENDIX: BUILDING INFORMATION RVS	91
APPENDIX: BUILDING INFORMATION PMG	97

Introduction

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (NJDOE Guidance), a Guidance document to assist New Jersey school districts to develop, in collaboration with community stakeholders, a Restart and Recovery Plan (Plan) to reopen schools in September 2020 that best fits the school district's local needs. The NJDOE Guidance presents information for New Jersey public school districts related to four key subject areas: Conditions for Learning; Leadership and Planning; Policy and Funding; and Continuity of Learning.

The Board of Education Restart and Recovery Plan (Plan) has been developed to be consistent with the requirements in the NJDOE Guidance with consideration to the school district’s local needs in order to ensure school(s) in the district reopen safely and are prepared to accommodate students' unique needs during this unprecedented time. The requirements outlined into this Plan are controlled by Executive Order of the Governor of New Jersey and are subject to change

Representatives from the Clinton Township School District have attended legal webinars to gain legal counsel to maintain the rights and privacy of our students and members of the faculty and staff. In consultation with the District’s legal counsel the District has provided forms and procedures to support both faculty and staff as it relates to individualized medical and personal considerations during this period time. All questions and answers have been distributed to the faculty and staff to maintain information as it relates to their concerns and questions.

Philosophy

The Clinton Township School District is prepared and ready to address any emergent situation during the COVID 19 crisis. Our mission is to ensure meaningful and challenging educational experiences in a supportive environment. The current pandemic has posed a great challenge to our larger community and requires us to find the balance between our mission and our obligation to our educational community as a whole. Our children need to learn, to engage, and to interact. We all need to be safe. Health and safety is the priority we share.

Our goal is to support all of our children as well as all members of our educational community. In framing a reopening plan, we will consider the unique needs of our community, best practices for educating our children, CDC guidelines, requirements from the NJ Department of Education, the Governor’s Office and the Department of Health. While we have been provided with guidance, our goal is to go beyond the minimal standards required and create a plan that provides all of our stakeholder groups with a safe and impactful learning format.

We acknowledge that while our decisions will impact everyone, they will not always meet the expectations of everyone. While the schools in our state strive to do everything we can for you, our partners, we need our parents to recognize that they are the first line of responsibility in this process. It is essential that anyone that becomes ill, remains at home - for the health and wellness of everyone and ultimately for the continuity of the education of our students.

Goals

To provide our entire educational community with health and safety standards beyond the minimum standards as identified by the CDC and with the mandated requirements and considerations as identified in guidance from the New Jersey Department of Education.

To continue to provide our children with an environment that offers support for their emotional and social well-being and development.

To limit each district facility with protocols to decrease the transmission of the COVID virus.

To decrease risk of exposure to the COVID virus.

To be prepared to respond to all announced guidelines and emergent situations.

To maintain information through continuous communication.

To offer a structure to respond to the changing situations and current information by district, school and the individual members of our community.

To provide equity and academic continuity to all students.

To ensure all health-risk safeguards, case by case, are equitable for individuals offering specific health risks.

Decision Making Principles

How we make decisions

Our areas of focus for our District's decision making are as follows:

Framework

Respectful and individualized for children and the faculty and staff

Best practices in consultation with CDC Guidelines and support/collaborative partners

Fluid in approach to modify the schedule as situations arise

CDC Considerations

Health

Safety

Sanitizing

Maintain cohorts of faculty/staff and students to prevent exposure and the spreading of the COVID-19 virus

Demographics

District Summary of Enrollment

Number of Students Enrolled for **2019-2020** School Year

SRS: 41

PMG: 325

RVS: 399

CTMS: 461

Total: 1,226

Number of Students Enrolled for **2020-2021** School Year

SRS - 26

PMG - 336

RVS - 377

CTMS: 456

Total: 1,190

2018-2019 NJ School Performance Report Enrollment

Enrollment Trends by Grade

This table shows the number of students enrolled by grade for the past three school years. Any students enrolled outside of the grades offered will be included in the total enrollment.

Grade	2016-17	2017-18	2018-19
PK	29	38	29
KG	105	83	101
1	118	123	94
2	122	123	120
3	124	132	127
4	150	124	138
5	157	157	127
6	158	149	155
7	181	167	160
8	194	173	164
Total	1,338	1,269	1,215

Enrollment Trends by Student Group

This table shows the percentage of students by student group for the past three school years.

Student Group	2016-17	2017-18	2018-19
Female	48.4%	48.3%	48.5%
Male	51.6%	51.7%	51.5%
Economically Disadvantaged Students	4.7%	6.2%	5.7%
Students with Disabilities	17.7%	19.8%	20.4%
English Learners	0.3%	0.9%	1.1%
Homeless Students	0.0%	0.0%	0.0%
Students in Foster Care	0.2%	0.1%	0.2%
Military-Connected Students	0.6%	0.6%	0.7%
Migrant Students	0.1%	0.0%	0.0%

Enrollment by Racial and Ethnic Group

This table shows the percentage of students by racial and ethnic group for the past three school years.

Racial and Ethnic Group	2016-17	2017-18	2018-19
White	82.7%	81.2%	80.3%
Hispanic	5.2%	6.7%	6.1%
Black or African American	2.2%	2.1%	2.1%
Asian	7.7%	8.0%	8.3%
Native Hawaiian or Pacific Islander	0.0%	0.0%	0.0%
American Indian or Alaska Native	0.0%	0.0%	0.1%
Two or More Races	2.1%	2.0%	3.1%

Health

CDC Guidelines Guiding Principles to Keep in Mind

- Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.
- More Risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects.
- Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

Framework for Success

Foundation: Health and Safety

1. Health and Safety for ALL who work and learn in our schools
2. What is best for the students' and staff and educational and socially/emotionally needs to be successful
3. Consistency for families, students, and staff

NJDOE Conditions for Learning

Conditions for learning must not only address students' and educators' basic physical safety needs, but also the social and emotional and environmental factors that can impact educators' capacity to teach and students' capacity to learn. These conditions include Health & Safety, Social Emotional Learning and School Climate and Culture, Multi-Tiered System of Supports (MTSS), Wraparound Supports, Food Service and Distribution and Quality Child Care. The Clinton Township School District has formed district and building based response teams as an integral part of a collaborative decision making model. Our District continues to work collaboratively with the Office of Emergency Management, (OEM), Hunterdon Medical Center, Hunterdon County Department of Health (HCDOH) , and our District physician.

As outlined by the NJDOE Road Back, Clinton Township School District is addressing these Ten Critical Areas of Operation and five additional elements to design and outline the restart plans to prepare for the reopening of school in fall of 2020.

#1 General Health and Safety Guideline

Our District complies with the Center for Disease Control (CDC), state, and local guidelines to provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings.

In all stages and phases of pandemic response and recovery, our District collaborated with the school nursing team, school doctor, Office of Emergency Management, Hunterdon County Board of Health, Hunterdon Medical Center, and Hunterdon Behavioral Health to create clear health protocols for prevention and response that promote behaviors that reduce the spread of illness. Based on CDC guidance, our District will provide reasonable accommodations for staff and students at a higher risk for illness. Through the decision making process, our District considered potential options to address the concerns of staff and students who have pre-existing conditions as outlined by the CDC and high risk members of the same household. As a result, students participating in person instruction will be assigned to a cohort and a classroom where they stay during their period in school to reduce mixing as best possible. Faculty and staff will move between classrooms to provide instruction. Students will also receive support services in designated locations and move to those locations based on the recommendations below. Students in virtual models as selected by families will be grouped according to grade. An overarching prevention measure for all students and staff is frequent hand washing and the use of face coverings. After considering all data and PPE requirements, it was determined that

students at RVS and CTMS must wear a cloth face covering at all times with designated mask breaks throughout the day.

The District will work to provide reasonable accommodations for individuals that the Centers for Disease Control identifies as having a higher risk for severe illness from COVID-19, including older adults (aged 65 years and older) and individuals with disabilities or serious underlying medical conditions, which may include:

- Chronic lung disease or asthma (moderate to severe)
- Serious heart conditions
- Immunocompromised
- Severe obesity (body mass index, or BMI, of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease
- Medically fragile students with Individualized Education Programs (IEPs)
- Students with complex disabilities with Individualized Education Programs (IEPs)
- Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan)

For all students, staff and faculty, cloth face coverings are required to be worn in all environments and situations where a minimum of 6 feet social distancing cannot be maintained. Breaks from wearing a cloth face covering are encouraged as referenced in the CDC guidance and the NJDOE "The Road Back" for both students and staff. The District requirements includes the following:

- All students and staff at RVS and CTMS must wear a cloth face covering at all times with designated mask breaks throughout the day
- Wearing a cloth face covering is required when a minimum of 6 feet social distancing cannot be maintained
- Wearing a cloth face covering is required on buses, in hallways and during all movement into the building, within the building, and as designated by the teacher or supervising staff member
- Breaks from wearing a cloth face covering may only be taken when students maintain a social distance of 6 feet or are outside where social distancing is encouraged and maintained
- It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities in all school buildings, specifically SRS and PMG

A **Health Appeal Process** for face coverings will be managed and implemented by our school nursing team and school administration under the guidance of our school doctor and the Hunterdon County Health Department. This process exists as an allowance for students or staff with medical reasons to prohibit wearing of a cloth face covering. Alternative PPE (personal protective equipment) measures will be considered for those with medical exemptions granted after going through the appeal process.

#2 Classrooms & Facility Areas: Testing and Therapy Rooms

Our District Response Team considered the CDC guidance, the guidance outlined in the NJDOE "The Road Back", resources from the Hunterdon County Health Department, our school doctor, and guidance from the Office of Emergency Management to plan for all facility usage. As a result our District will allow for social distancing to the maximum extent possible in all classrooms, facility areas including main offices, testing and therapy rooms. When social distancing is difficult or impossible, face coverings are required, and face coverings are always required for visitors and staff unless it will inhibit the individual's health. Our District will seek to minimize the use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students and staff wash hands frequently. To minimize contact and maximize prevention, no visitors will be permitted inside of any school district facility. Arrangements for picking up a child will be at the discretion of the school nurse and building administration and must take place outside of the school building. The following guidelines as determined by the District Response Team will be implemented in all of our school buildings and facilities:

Social distancing

CTSD *must allow for social distancing to the maximum extent possible.*

- All instructional and non-instructional rooms in school and district facilities will comply with social distancing standards to the maximum extent practicable
- A minimum of 113 square feet is required for each individual in order to maintain a six-foot, radial distance around each individual
- When social distancing is difficult or impossible, face coverings are required for students and staff unless it will inhibit the individual's health
- In a classroom setting where social distancing can take place (e.g., desks are 6 feet apart) or physical barriers are in place, cloth face coverings may be removed while students are seated at desks and designated by a teacher
- Face covering must be worn in all shared spaces where social distancing cannot be maintained or physical barriers are not in place
- UPDATEEA: Face masks must be worn at all times by all students and staff members.
- Face coverings are always required for visitors (even when outside of the school building) and staff unless it will inhibit the individual's health
- Additional considerations will be made for services that are geared to early childhood, students with complex disabilities, and students that are considered medically fragile

Instructional Areas

Instructional areas will be set up and function while maintaining social distancing to maximum extent possible by:

- Classroom seating and desks 6 feet apart
- Forward-facing rows

- It is recommended that students have masks at all times to put on and off as part of instruction or when designated a mask free time where social distancing is maintained
 - Update: Masks must be worn at all times.
 - Masks breaks during eating or drinking will be permitted and scheduled.
 - Masks with valves are not permitted to be used.
 - Cloth or paper masks that fit over the nose and around the cheeks and mouth are allowed.
- Faculty and staff in classrooms or other spaces for student support are recommended to always wear a cloth face covering when moving around the classroom to assist a student or group of students. Similarly those students will be directed to wear a cloth face covering when interacting directly with faculty or staff members when social distancing cannot be maintained. Classroom routines will be established by each faculty member to manage the wearing of cloth face coverings in the classroom or support area.

Health Offices

- General office flow will be determined at the building level using a sign in procedure, designated waiting area, requirement that anyone visiting the health office must wear a face covering
- A designated area for assessments, isolation for both students and staff, overflow areas designated in each building for exposure groups will be identified and visually marked (see CTSD Response Protocol)
 - Students and Staff with suspected illness or requiring medication/treatment will only be allowed in the health office. Visitors and travel buddies will not be permitted.
 - Bathroom facilities in the health offices may only be utilized by those individuals being assessed or treated by the school nurse
- Health office staff including school nurse and health office aides will wear designated PPE as outlined by the Department of Health and in collaboration with the school doctor, NJDOE, and CDC. The suggested personal protective equipment is to protect both the staff and students and to mitigate any contact with anyone who is ill.
 - N95 masks are being reviewed as a PPE measure where fittings and replacement are required in line with DOH guidelines
- Isolation rooms and areas will be designated in each school building and district facility and utilized as part of the District's Response Protocol
- Fabric curtains will be removed and replaced with plastic curtains hung from the ceiling over 6 feet high or by plexiglass partitions
- Freestanding, moveable plexiglass partitions will be located in each office to move as a separation and monitoring measure

Therapy Rooms

- Counselors and support staff locations will be evaluated and then relocated if additional space is needed to maintain social distancing for the maximum number of students requiring support at one time. Multiple areas will be designated to support individual and group needs based on the service and in collaboration with service providers.

- Occupancy limits will be determined for each designated space to support the service provider and ensure social distancing
- Freestanding, table top moveable plexiglass partitions will be located in each space to move as a separation and protective measure allowing for service delivery while not wearing a cloth face covering based on the individual needs of each student
- Rooms and offices will be designated in each building based on service type
- Regular sanitizing procedures will be implemented between sessions
- Equipment and materials used in these settings will require individualization as best possible OR sanitizing between use

Hallways

- Flow of traffic will be restricted in all hallways
 - If needed, one way traffic will be designated as determined by the school based response team
- Travel outside the classroom throughout the day is prohibited unless scheduled by teacher/provider or when an individual student is moving to a therapy location, health office, or other location as part of the individualized schedule or designated by the teacher or school administrator
- Face coverings must be worn by all staff and students when moving or traveling in the hallways for any reason

Bathrooms

- Bathrooms will be identified for specific grade levels in each building
 - When each facility is being sanitized, an alternate location will be identified by hall monitors or other staff designated to supervise the use of facilities
- Occupancy is restricted to two students per bathroom
- Staff outside monitoring occupancy
- Hand sanitizer station located outside of bathroom facility
- Signage will be posted to remind students and staff about hand washing and to maintain social distancing in the facility
- Staff bathrooms are single occupant only in all CTSD facilities; Staff will only use staff designated bathrooms

Mixed spaces

- The following areas are designated as “face covering required” areas:
 - Hallways
 - Entrances
 - Designated entrances for arrival and dismissal
 - Cafeteria space when being used for any student activity as directed by the school administrator
 - Gymnasium space when being used for any student activity as directed by the school administrator
 - Libraries when being used for any student activity as directed by the school administrator
- Occupancy restrictions for faculty room will be posted to ensure social distancing

- The cafeteria or all purpose room in each school building is designated as a staff work and eating space where tables and chairs are set up to maintain social distancing at all times
- Wellness rooms/areas will be identified in each building for decompression, stress relief, quiet spaces for all staff in a socially distant manner

Ventilation

- Our District will ensure that the indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate
 - Recirculated air must have a fresh air component
 - Open windows if A/C is not provided (but maintain safety precautions around younger children)
 - Increase circulation of outdoor air as much as possible by opening windows and doors
 - Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility
 - Personal, small, window, floor or other air circulating fans are not permitted
- Ventilation in each building is being assessed and surveyed in August
- Odorox hydroxyl generators are being set up in health office spaces where windows are not available
- The District Response Team will continually monitor ventilation as the District reopens

Hand washing and hand sanitizing

- Hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) will be set up:
 - At entrances and exits of buildings
 - In each classroom (for staff and older children who can safely use hand sanitizer)
 - Outside lunch rooms and bathrooms
- Children ages 5 and younger will be supervised when using hand sanitizer
- Classrooms with sink areas will have stocked stations with soap, water, and alcohol-based hand sanitizers
- Students and staff should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing. Visual reminders will be posted around all sink areas.
- Students and staff will adopt new procedures to sanitize in and out of every room and when moving from one place to another or beginning a new task/activity

Student and Staff Belongings

- Each child's belongings will be separated from others' and in individually labeled containers, bags, cubbies, or areas
- Limit use of supplies and equipment to one group of children at a time and clean and sanitize between use
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and sanitize between use

#3 Transportation

School districts should maintain social distancing practices on buses to the maximum extent practicable

- Update: All students and staff are required to wear appropriate face masks on the bus.
- If maintaining social distance is not possible, all students who are able must wear face coverings while on busses.
 - Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations
- Require students to board the bus by filling the back rows first, and then progressing forward
- Require students to exit the bus by dismissing the front rows first, and then progressing backwards
- Stagger transportation times so fewer students are in each vehicle
- Open windows if possible
- Bus drivers are required to wear face coverings and wash hands frequently
- Hand sanitizer should be made available at the school bus entrance for each student to use when boarding
- Signs reinforcing social distancing and hygiene rules should be hung in buses
- Waivers/Courtesy Busing
 - Inform parents of their ability to waive transportation and send survey to assess the demand for transportation services
 - Encourage curb or door-side drop-off and pick-up of students
- Health and safety considerations at the bus stop at school
 - Responsibility of the parents when students are at the bus stop to ensure the wearing of a mask
 - Responsibility of the parents to give the bus driver the health screening form when getting on the bus Temporary until app is established
 - See Appendices for transportation documentation regarding waivers
- All students being transported to and from school via private vehicle must be dropped off at designated arrival and dismissal locations. Parents/guardians may not exit their vehicle during the arrival/dismissal process. Parents/guardians may not park and escort their child(ren) to an entry point.

#4 Student Flow, Entry, Exit, and Common Areas

Our District Response Team developed plans to establish the process and location for student and staff health screenings. This includes providing physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart. When it is not possible to maintain physical distancing, schools must require the use of face coverings. Additionally, the district is pursuing the purchase of a pre-screening platform called Qualtrics. More information regarding this will be delivered under separate emails & announcements.

- Arrival/Dismissal/Departure Guidelines and Procedures
 - Separated grade level entrances will be established at each building for arrival and dismissal, a subset of entrances will be identified for those students arriving by car and screened who are cleared to enter versus awaiting screening
 - Entrances for faculty and staff designated at each building
 - Separate exit areas designated at each building for any ill student or staff member requiring an early departure. These individuals may not use any other exit area.
 - Parents/guardians may not exit their vehicle during the arrival/dismissal process
 - Parents/guardians may not park and escort their child(ren) to an entry point
- Screenings Locations:
 - Screen in the school bus by designated staff
 - Screen in the car drop off lane by designated staff
 - Screen at each grade level entrance of the middle school for all students arriving by bus
 - Physical guides, such as tape on floors or sidewalks and signs on walls, will be used to help ensure that staff and students remain at least six feet apart during arrival, departure, and all other movement in and around the school building
 - Cloth face coverings are required by all during the screening process
- General Flow in and around the building
 - Staff and students are required to wear face coverings during arrival, all movement in halls, and departure
 - Neutral Area Monitors - in all buildings to remind of social distancing, occupancy restrictions, general health and safety
 - Sanitize in and out of every location, sanitizer available at all points of entry and in neutral areas, offices, bathrooms, hallways

#5 Screening, PPE And Response to Students and Staff Presenting Symptoms

Our District Response Team considered guidance from all of our collaborative partners and our school doctor aligned with District Policy 1648 to develop a procedure for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. The key to preventing illness at school is to work in partnership with our families as our first line of defense. The best way to prevent illness is to stay home when ill. To mitigate the spread of illness and create a healthy school community, our District will implement a Pledge to Prevent the Spread initiative for families and staff to commit to stay home when ill, monitor for symptoms, plan for emergency pick-ups, establish a family contingency plan, and continually communicate with the school community. This initiative developed in collaboration with our school doctor asks all families and staff to pledge their partnership with Clinton Township School District to prevent illness, proactively create a healthy school environment, and plan for responses to situations during the 20-21 school year. The pledge will be shared electronically prior to the reopening of school and we invite all families to join us in preventing the spread.

General accepted practice for prevention: Any student or staff member with a fever of 100.4 degrees or greater or symptoms of possible COVID-19 virus infection should not be present in school. Students and staff may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

- A fever of 100° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Daily Entry Screening: Includes pre-screening questionnaire using Qualtrics and a visual screening which may include a temperature check

- Students and staff will be required to complete a pre-screening using the digital application, Qualtrics prior to arrival each day. Families will complete the log for each student and submit before drop off or boarding a bus to school to determine entry. Staff complete the log prior to arrival at school each day to determine entry. Individuals that do not clear the pre-screening will be instructed to stay home that day. Additional instructions may be provided depending on the individual's symptoms or circumstances.
- Parents/guardians must remain with their student(s) until the pre-screening has been completed. Students may not be dropped off. Parents/guardians are not permitted to exit their vehicle during arrival and are not permitted to park and escort their child to an entry location.
- Each student will be visually screened for symptoms and may include a temperature check at designated locations based on arrival type.
- The daily health pre-screening for students and staff will at a minimum include the following questions :
 - Do I feel unwell today?
 - Do I have a cough or sore throat?
 - Do I have a fever or do I feel feverish?

- Do I or have I had shortness of breath?
 - Do or have I had a loss of taste or smell?
 - Do or have I been around anyone exhibiting these symptoms within the past 14 days?
 - Do or have I been living with anyone who is sick or quarantined?
 - Have I been out of state in the last 14 days?
- The District will utilize the digital platform, Qualtrics to support pre-screening of students and staff. The digital platform, Qualtrics, allows two methods of verification for transportation, and ultimately, school attendance; paper verification or the digital verification response from the Qualtrics app. Families may select the option that works best for them. Should your child have a caregiver in the morning, that individual may have a screenshot of the Qualtrics verification and display this to the bus driver. The transportation provider will communicate directly with each family to outline the verification process required. It is anticipated that training will be provided in mid August to facilitate the process.
- If a parent or guardian has decided to transport their child(ren) to school, please review this information. Verification for drop off will be the same - verification must be presented to a district staff member before your child(ren)is/ are allowed to disembark the vehicle to enter the school building. No children may be dropped off at the buildings without directly interacting with a staff member for verification. Should children arrive at the school buildings without verification using the Qualtrics app, they will be taken to a respectful isolation area until parents can provide verification.

The pre-screening may also include contact questions similar in wording to these:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#)

As CDC determines additional symptoms and screening guidance, the District Response Team will collaborate with the Hunterdon County Health Department and our school doctor to consider any updated information.

- Daily temperature check of staff daily - self monitored and logged using the digital application. Staff may be visually screened onsite by a school nurse or other designated individual upon arrival. This screening may include a temperature check.

Personal Protective Equipment (PPE)

- Staff will be provided a cloth face covering and face shield
- Staff may use their own cloth face covering
- Students are expected to bring their own cloth face covering
- Each school will have a supply of cloth face coverings for students
- N95 masks are not a suggested form of PPE for staff and students, except for those staff working in a school nursing capacity or those individuals with recommendations from a physician
 - Individuals may choose to wear an N95 if directed by their physician or at will. An N95 fitting is necessary to ensure appropriate use.
 - Fittings will be offered by a CTSD nurse designee
 - Breaks from wearing an N95 are necessary for general overall respiratory health and can only be taken when social distance of 6 feet can be maintained for a period of time
- All students and staff must wear face masks at all times.
 - Masks breaks during eating or drinking will be permitted and scheduled.
 - Masks with valves are not permitted to be used.
 - Cloth or paper masks that fit over the nose and around the cheeks and mouth are allowed.
- Disposable aprons and gloves will be provided for staff who assist students with toileting needs
- Plastic face shields will be made available for students on an individual basis for services and other tolerance factors
- Staff designated to perform daily screenings must wear a face shield, cloth face covering and gloves while performing the daily screening task
- Special consideration will be given to protection for staff members, such as school nurses, custodians, and some Special Education teachers, teaching assistants and service providers, who will be in close contact with students or will handle waste materials

Ongoing awareness and monitoring throughout the day

- Training module and a fact sheet will be created about visually monitoring in classrooms/school building
- A fact sheet is being developed for staff to self monitor their own health at home and while working in the District each day or virtually
- **Students and staff with symptoms related to COVID-19 must** be safely and respectfully isolated from others based on the CTSD Response Protocol
 - A student or staff member excluded because of symptoms of COVID-19 should be encouraged to contact their health care provider to discuss testing and medical care
- If a school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify:

- local health officials
- Staff in contact with the individual
- Families of students in contact with the individual while maintaining confidentiality
- As part of the ongoing collaboration with the Hunterdon County Department of Health, they will act as the primary responsible party for contact tracing

Response Protocol for suspected COVID-19 individual (student or staff)

Our District established a response protocol for suspected COVID-19 individuals and when notified of a positive COVID-19 case by the Hunterdon County Health Department. The protocol outlines response paths based on the type of incident or illness identified. A complete copy of the protocol is available in each school health office. The response protocol includes:

- Noticeable illness procedures
- Suspected or confirmed Positive COVID-19 individual procedures
- Respectful Isolation guidelines
- Quarantine guidelines
- Outbreaks Determination *Note: These may only be declared by the Hunterdon County Health Department and school doctor in consultation with the Superintendent*
- Contact Tracing (also outlined below as a key critical area of operation)

The essential practice for prevention of illness is based on consistent self monitoring of staff and monitoring by families and staying home when ill. The District Response Team views this as a key strategy to mitigating all illnesses, including COVID-19. We will work to raise awareness around staying home when ill and keeping a child home when ill to improve the health and wellness of our school community.

Staff members who become ill at work will be assessed by the school nurse. Students and their personal belongings will immediately be moved to a new location in. If the staff member has symptoms related to COVID-19, the room they occupied will be deemed closed until confirmed for cleaning. Actions following this will be guided by the response protocol and in consultation with the school nurse and building administration.

Students who become ill OR have suspected symptoms that present during the day OR who were exposed to someone with symptoms that present during the day OR who were exposed to an individual that the district learns is positive will need to be picked up by a parent or guardian or other designated individual on their emergency card. Removing the child from the setting is key to preventing further spread of illness in the immediate and larger school community. The District Response Team recognizes that picking up a child in the middle of the day may be a hardship and respectfully asks families to have at least two other individuals who may be part of their contingency plan for pick up.

Parent resources: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/parents-caregivers.html>

#6 Contact Tracing

Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of local health departments. All school district administrators, school safety specialists, school nurses, school counselors, and other designated staff will be provided with information regarding their role of contact tracing in keeping our school community safe from the spread of contagious disease. Our District is collaborating with the local health department to develop contact tracing policies and procedures, as well as to educate the broader school community on the importance of contact tracing. In preparation for the implementation of contact tracing, our District is engaging in the following:

- All administrators, school nurses, child study team members, and school counselors will be trained in contract tracing by completing the course presented by Johns Hopkins University
- Remain in close communication with the Hunterdon County Health Department and the Hunterdon County School Nurse Association to define more local contact tracing procedures
- Designate two staff members as points of contact for communication and liaising with the Hunterdon County Health Department
- Creation of contact tracing procedures involving trained staff and health department officials that adheres to all applicable federal and state requirements regarding privacy of educational records (e.g. FERPA)
- Developing information to educate parents and staff on the importance of contact tracing
- Allow for self reporting channels where families and staff can provide critical information to school officials in a timely manner to assist the District in notification and tracing

#7 Facilities: Cleaning Practices

Our District adopted cleaning/disinfecting procedures (Strauss Esmay/NJPSA/CDC) as a foundation for:

- developing a procedure manual to establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used
- adhering to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise
- developing a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between use as much as possible

Clinton Township Board of Education will continue current practices for cleaning and will add any local health department recommendations including guidelines developed by CDC to our practices developing new minimum standards. Our practices will be increased the number of times frequently touched surfaces and

objects are cleaned and disinfected including sanitizing between usage and touching bathrooms (sinks, faucets, toilets), desks, chairs, switches, doorknobs, etc. Guidelines and procedures will be outlined and addressed in the District Sanitizing Manual found in the Appendix.

Custodial staff will focus on cleaning and disinfecting throughout the day and immediately after student dismissal, custodians will repeat a thorough cleaning, sanitizing disinfecting of all areas throughout the building. Each school has a disinfectant sprayer machine, which kills viruses and decontaminates facilities. Each classroom will be sanitized daily with a focus on disinfection of touchable surfaces. Students will also be asked to clean student desks before and after each period at the higher grade levels. Disinfecting wipes and/or spray will be provided in each classroom along with hand sanitizer.

Hand sanitizing stations with alcohol-based hand sanitizers will be located in each classroom, at entrances and exits of the buildings, near lunchrooms and toilets. Students five years and younger will be supervised when using hand sanitizers. Students would be required to wash hands for at least 20 seconds at regular intervals. This will include before and after eating, the use of the bathroom, sneezing, coughing and blowing of the nose.

All sanitizing products will be used in accordance to the directions on the label. A list of products that are EPA approved for use against the virus that causes Covid 19 is available on the EPA's website at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Cleaning, disinfecting and sanitizing frequently touched areas include but are not limited to classroom desks and chairs, lunchroom tables and chairs, door handles and push plates, handrails, kitchens and bathrooms, light switches, handles on equipment, buttons on vending machines and elevators, shared telephones, shared desktops, shared computer keyboards and mice, drinking fountains, playground equipment used during recess, etc.

Preparations for facility use and increased sanitizing as schools reopen:

Bathrooms

- Doors will be propped open to avoid touching handles, and
- Close middle sink or other barrier set up to maintain social distancing.
- Disconnect hand dryers and only use paper towels
- Consider separate receptacles for preschool bathrooms for pull-ups/toileting procedures

Water

- Water fountains will all be shut off
- Drinking water may only be obtained by using bottle fillers.
- Encourage staff and students to bring their own water to minimize use and touching of bottle fillers
- Other water supplies may be needed -- bottled water, water filling stations

Classroom Considerations and Required Supplies

- Provide EPA-registered disposable wipes to staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use

- Outline clearing procedures for all plexiglass dividers and other barriers that are being installed and/or made available for use
- Plan for garbage removal after meals (when the schedule requires lunch service)

Outdoor Areas

- Playground equipment will be sanitized after each use and throughout the day

#8 Food Service

Working collaboratively with representatives from the Maschio's food service organization ensures that all protocols related to food service for our children, faculty and staff are in compliance with the established sanitizing guidelines issued by the CDC. Students who are eligible for the Free and Reduced Lunch program will continue to receive meals regardless of the instructional format. Students will be permitted to bring snacks from home. Additional procedures have been put in place during snack time to monitor students who have allergies. In addition, eating areas have been identified for the faculty and staff.

At this time, the District has drafted plans for reopening that includes an early dismissal schedule that does not include lunch. Protocols have been established by CDC and "The Road Back" guidance that would allow lunch service if all other guidelines could be applied.

- Students are allowed to bring in a snack to eat in their classrooms
- Snacks need to be kept in student backpacks
- Hand washing will occur, per guidelines, both before and after snack time
- No sharing of snacks or food is allowed
- Garbage cans will be available for refuse disposal and changed daily
- Student allergy lists will be distributed and adjustments will be made to accommodate students with allergies
- Cleaning of all surfaces will occur before and after snack time
- Students that qualify for Free & Reduced Lunch will continue to be provided meals. Boxed /bagged lunches will be prepared for remote learning days under the Free & Reduced Lunch program.
- All requirements for snacks apply to all staff members as well

Food services will be provided in full, at such a time as the reason for the reopening plan no longer exists. The information below would apply during any transition, and at such time as lunch services are again provided. If cafeterias or other group dining areas are in use, school districts must stagger eating times to allow for social distancing and disinfecting of the area between groups. Additionally, districts must discontinue family-style, self-service, and buffet-style dining and maintain social distancing. Cafeteria staff must wash their hands immediately after removing gloves and after directly handling used food service items.

Food service should be limited to boxed/bagged lunches with items prepackaged and disposable.

- All meals will be in the classroom if the schedule requires; if a reduced day, no lunch is required except for free and reduced lunch
- Boxed/bagged meals will be delivered to classrooms
- Students must eat in an area in the classroom where they are 6 feet apart minimally
- Maschio's will provide order options at a later date to simplify meal selection and distribution
- Surfaces must also be cleaned before and after meals

#9 Recess /Physical Education

Our District will complete an inventory of outdoor spaces and mark off areas to ensure separation between students for outdoor activities. Recess must be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses. The District Response Team is closing locker rooms at this time in accordance with NJDOE "The Road Back" and is encouraging students to wear comfortable clothing and safe footwear to school so they can participate in physical education classes without needing to change. The outline below shows a set of tasks that each building principal will engage in as part of the preparations required for the reopening of school in the fall.

Locations and Spaces

- Complete an inventory of outdoor spaces (athletic fields, green spaces, open space)
- Designate zones, use stations, and mark off areas using floor markers, floor tape, poly spots, etc., to ensure separation among students to maintain six feet for social distancing. Examples include:
 - SRS: Two playgrounds, blacktop, grassy areas, front circle grass, access road (blocked during school hours), fenced in areas
 - PMG: Playground, blacktop, sidewalk, courtyards
 - RVS: Playground, fields, sidewalk, covered pavilion, courtyards
 - CTMS: Grassy area blacktop, Grassy area by side parking lot, blocked off area between SRS and CTMS (create sensory path/obstacle course - paint/signage), courtyard

Recess - Upon reopening, the district will continue to evaluate each part of their program and make decisions that follow all guidelines, while ensuring the health and safety of all students and staff.

- Establish areas for exercise boundaries
- Stagger use of playground equipment. AM/PM options on a schedule; Clean after each group using electrostatic sprayer
- Outdoors areas
- Designate dates for use of equipment and cleaning intervals
- Designate outside intervals every hour build in fresh air time courtyards, fenced-in area
- If the weather permits students will go outside
- Stay in the classroom when the weather is inclement. Develop recess kits to include activities, games, SEL.

- Hand washing is required before going to recess and upon return when back in the building
- Sanitizing of the equipment throughout the day

Physical Education

- Teachers will create activities based on individual physical activity
- Create outdoor spaces, i.e., walking track, obstacle courses
- Eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment
- No lockers or use of locker room (establish barriers and directional areas to restrooms)
- Movement breaks outside the classroom
- Hand washing is required before going to PE and upon return if a change of location takes place
- Movement breaks within the classroom will be a form of physical education and training for teachers on this instruction will be provided by administration
- Provide backpack sanitizer for equipment to be used by PE teachers and other designated staff

#10 Field Trips, Extra-Curricular Activities , and Use of Facilities Outside of School Hours.

All extracurricular activities must comply with applicable social distancing requirements and hygiene protocol. Extracurricular sport activities with teams should follow the applicable NJSIAA guidance.

External community organizations that use school facilities must follow district guidance on health and safety protocols when use is authorized. At the time of development of this reopening plan, use of facilities by external groups will not be permitted. Future consideration will be made as new information becomes available. The District Response Team determined the following based on the guidance while evaluating the instructional, social, and emotional benefits of extracurricular activities:

- No in person field trips during the 2020-21 school year
 - Virtual field trips are permitted and highly encouraged
- No outside groups in the building or using the fields with the exception of Work Family Connection (WFC) for childcare as of the date this plan was released
- PTA and any large in person gatherings are canceled until further notice
 - Virtual versions of events may be considered
- WFC will continue to use the All Purpose Rooms for before and after school care at PMG and RVS
 - Additional child care services are being considered with a tentative plan to use space at SRS
- Extra-Curricular activities/clubs will be virtual and will not begin until October including:
 - Art club
 - Robotics
 - School Council
 - Video club

- Yearbook
- Online news
- Other clubs may be considered at a later date
- Music performance and instrumental music is not permitted within the classroom
- Music experiences may be implemented through virtual model
- Sports are restricted to extracurricular activities in the form of intramural sports at the time this plan is released
 - These activities do not require physical examinations, take place for short periods of time, are individual in nature and do not require shared equipment, and may be played after the District receives parent permission
 - Individual activities that are non-touch include fitness bootcamp, dance, walking club, martial arts, relaxation, movement and mindfulness

School Safety and Security

The paramount goal of the Clinton Township School District and our greatest responsibility is to ensure student safety. Under the New Jersey Administrative Code 6A:16-5.1 all school districts in New Jersey are required to have a school safety and security plan. The Clinton Township School District’s plan is developed and reviewed at the beginning of each school year in conjunction with the Clinton Township Police Department, the Clinton Township Fire Department, the Office Of Emergency Management, public health officials and other key stakeholders. The plan is prepared to provide guidelines to assist the district response to a crisis situation.

In March 2020, in response to the evolving health crisis surrounding COVID-19, the Clinton Township School District sought the professional expertise of medical professionals to aid us in keeping our students safe. After gathering information from the Center of Disease Control (CDC), the New Jersey Department of Health, and consulting locally with the Hunterdon County Board of Health, the Hunterdon County Medical Center and our school physician we added a new component to the CTSD School Safety and Security Plan ~ Emergency Response Plan titled “Response to Pandemic or Outbreak”. This information guided us as we moved forward during the pandemic.

In July 2020, CTSD administrators attended a webinar given by the New Jersey Department of Education Division of Field Services Office of School Preparedness & Emergency Planning and the New Jersey Division of Fire Safety which provided updated information regarding how to keep our students safe during the current emergency situation.

The 2020-21 CTSD School Safety and Security Plan ~ Emergency Response Plan has been amended to include updated guidelines and resources related to the COVID-19 pandemic. This will be submitted to the Hunterdon County Superintendent, Clinton Township Police Department, Clinton Township Fire Department and First Aid Squads.

Sanitizing

Clinton Township Board of Education will continue current practices for cleaning and will add any local health department recommendations including guidelines developed by CDC to our practices developing new minimum standards. Our practices will be increased the number of times frequently touched surfaces and objects are cleaned and disinfected including sanitizing between usage and touching bathrooms (sinks, faucets, toilets), desks, chairs, switches, doorknobs, etc.

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Communication

Communication Resources

Clear and consistent communications with stakeholders are vital to successful implementation. Establish a single point of contact for information and ensure that it is regularly maintained, with outdated information removed to ensure that messaging remains clear to all stakeholders. Recognizing that flexibilities in implementation come with unique challenges, craft a strong communications plan to share strategies and rationale with parents and other members of the local education community ("The Road Back").

In order to increase communication with stakeholder groups, surveys were sent to parents and staff to gather data to support the District Response Teams as they made informed decisions specific to the individual needs of students. An additional Q & A document, along with results captured from the four surveys, was shared with families and staff.

Reopening Primary Contacts

Area	Lead	Contact Information
Health, Guidance, & Special Services	Alexa Ingram	aingram@ctsdnj.org
Safety	Judith Hammond	jhammond@ctsdnj.org
Curriculum	Joanne Hinkle	jhinkle@ctsdnj.org
Technology	Joanne Hinkle	jhinkle@ctsdnj.org
Instruction, Data, Assessment	Jennifer Paccione	jpaccione@ctsdnj.org
Social Emotional Learning & Virtual Academy	Luke Mason	lmason@ctsdnj.org
Transportation	Carmella Shaw	cshaw@ctsdnj.org
HIB (District-level)	Melissa Goad	mgoad@ctsdnj.org
Provisional Teacher Program	Claudia Cantelmi	ccantelmi@ctsdnj.org
Mentoring	Mary Postma	mpostma@ctsdnj.org
Registration/Withdraw/HomeSchool	Carmella Shaw	cshaw@ctsdnj.org
PTA	Melissa Goad and Dr. Ruberto	mgoad@ctsdnj.org
Building Specific Information		
SRS (Pre-K & Specialized Programs)	Alexa Ingram	aingram@ctsdnj.org
PMG (K-2)	Melissa Goad	mgoad@ctsdnj.org
RVS (3-5)	Mary Postma	mpostma@ctsdnj.org
CTMS (6-8)	Judith Hammond Luke Mason	jhammond@ctsdnj.org lmason@ctsdnj.org

District Response Team Members

	SRS	PMG	RVS	CTMS
School Representatives	Sarah Barber Caitlin Dombrowski (serving as District representative for school nurses)	Heather Stanley	Katie Shea	Chuck Roberto
Central Office Representatives	Alexa Ingram		Dr. Ruberto Joanne Hinkle Jennifer Paccione Mark Kramer Carmella Shaw	
Building Administration	Alexa Ingram	Melissa Goad	Mary Postma	Judith Hammond Luke Mason
Parent Representatives	Erin Van den Berg	Kelly Boyle Megan Verderamo	Kim & Todd French Frank Esposito Sabrina Henneman	Kelly Wolf Frank Esposito

School Response Team Members

Staff Member	SRS	PMG	RVS	CTMS
Grade Level Rep	Maggie Bradford	Sandy Fitzpatrick	Kelly Hill	Chuck Roberto Joanne Gitto
Grade Level Rep		Julie Snee	Rita Russomano	Bonnie Birken
Grade Level Rep		Stephanie Snyder Julie Tepper	Michele Major	Courtney Chipman Kevin Rudolph
Special Education Teacher	Julia Monge	Heather Stanley	Danielle Nugent Katie Shea	Francis Lin
I/E		Joy Boisclair	Jennifer Desjadon	Diane Cormican
Related Services	Kaitlyn Vona Joan Slagus	Joan Slagus	Penny McFadden	
CST	Allison Lefebvre	Laura Greenstein	Tracy Menzie	Kathy Collins
Nurse	Lori Jentsch Caitlin Dombrowski	Cathe Kane	Ann Teitelbaum	MaryAnna Domenic
Guidance or Behavior Specialist	Elise Pozensky Cohen Sarah Barber	Carole Frey	Christina Giordano	Kerry Mueller
Unified Arts/ Special Areas		Julie Bruen	Aly Pfenning	Jeff Shanklin Don Helmstetter Rich Tarriff
Custodian		Theresa Bostock	Marlene Anderson	Cliff McCatharn
Teaching Assistant	Kim Zundel Jaclyn Rivas Jennifer Patuto Leonora Possumato	Jenna Graham	Lisa Miller	Rose Mastroianni
Office	Michelle Nor Heather Burd	Sherry Bobal	Melissa Shannon Annette Guenther Cindy Christopher	Elizabeth Saccente

Methods of Communication

Type	When	Who	What
School Messenger	All alerts and timely information	Brian Farkas Darrin Daniello	Surveys Alerts
Email	Respond to inquiries from parents and staff	Admin	
Website	Share information	Brian Farkas- webmaster	
Phone Calls	Anytime personal touch is needed	Admin	Invites, responses to correspondence
Clinton Township Newsletter	Monthly	Superintendent and Building Principals	Keep Clinton Township community updated on school happenings
Videos	Summer	Chuck Roberto	Produce videos to help families prepare for school year
Video conferencing/Virtual Meetings	As needed	All staff members	Meetings, instruction, small groups, socialization
School Newsletters	Weekly & Monthly	Building principals & Teaching Teams	Information updates

Log of Communication

- Welcome letter from Superintendent
- Surveys sent to staff
- Surveys sent to parents
- Q & A and survey results sent to families and staff

Planning

Scheduling

Clinton Township School District plans to open the 2020- 2021 school year with an in person model of instruction for the 2021 school year. Identifying the reopening plan has been the first priority as is the health and safety of our students. The District will maintain emerging information as it relates to data to guide us with immediate decisions.

The plan addresses the needs of all our students as individuals and identifies the needs of our faculty and staff. Each school will share their specific schedule with the parents and guardians of the students and provide professional learning and training for the faculty and staff to prepare for the opening of school.

The hours of instructional time will be defined as the time spent engaged in standards-based learning under the guidance and direction of the teacher. At times the parent will offer support to the child during independent activities. The virtual platform will be offered during specific identified times during the day. Systems of support for the children will be in person, in front of the teacher, or virtual with time allotted in the schedule for more individualized support activities.

Options for Instruction

The District will offer two options for instruction for K-8 as the 2020 - 2021 school year begins. We will have a hybrid option and a remote option. Each is outlined below. A separate instructional program will be held for PreK students five days a week in person with a remote option at Spruce Run School.

Hybrid Option: Students will be divided into A and B cohorts, based on alphabetical family units. Students will have instruction delivered in both building based and online formats. Monday of each week will be virtual for all A & B students. The A cohort will be in person on Tuesday and Thursday, B cohort students will be in person on Wednesday and Friday. Instruction will be delivered live and also via recorded lessons.

- Students with IEPs will be contacted regarding the impact on scheduling IEP related services and supports
- Virtual Academy: Students that enroll in the CTSD Virtual Academy will fully participate in remote instruction. There will be no in person instruction for the students in this cohort. The guidelines below will act as the enrollment process and the District will approve requests for remote instruction.
 - Under recent guidance issued, families requesting full time remote learning will be asked to complete a survey with information allowing the District to correctly identify the students enrolling in the Virtual Academy
 - The District will create and distribute to these families a form, indicating the preference for remote instruction for the first marking period, as well as access and device confirmation

- Additional guidance will be provided at such time as a review of programs is undertaken to reassess the options for delivery of instruction
- Students with IEPs will be contacted regarding their virtual instructional options and any impacts on IEP directives
- Communication between families and school districts in remote learning, are a vital component and an organized process and schedule for regular communication and confirmation of participation will be required
- In the building plans, the content and structure outlined remains in place for both hybrid and remote students, including subject areas, unified arts, schedules and availability of eligible services
- Reporting of work completion and earned grades will follow the same marking period dates

Regardless of the option you select, there are agreements for each format. The District will offer an enrollment period for parents to review their options and make informed decisions for their families. If you select the remote option, this will indicate a commitment to remaining remote for the first marking period. Enrollment for the hybrid option will set a determined number of students in our schools and those numbers must remain constant throughout the first marking period to ensure that social distancing requirements are met. Families may opt to remove their students from the hybrid option and enter the remote option, but students in remote may not opt to join the hybrid model until the next available enrollment period. All commitments are for the length of the first marking period. We will review all options as the situation evolves and adjust as needed to maintain any and all requirements from NJDOE, CDC and other partners.

Enrollment Period: July 28, 2020 through August 4, 2020. Enrollment will take place via Google Form. The next enrollment period will begin prior to the start of the 2nd marking period.

Staffing

The Clinton Township School District will provide the staff with opportunities for professional development, planning, and a guided review of the adaptive protocols within each school. The needs for each employee will be individualized to address accommodations and medical conditions. When making staffing scheduling and assignments, our District will comply with all applicable employment laws including but not limited to the American Disabilities Act (ADA), FMLA, Cares Act and Accountability Act (HIPAA), and all applicable state law. Continuous consultation with the Clinton Township Educational Association and the Clinton Township Administrators Association has been completed.

Extra-curricular and Athletics

The Clinton Township School District offers their students in grades K-8 with interest-based student activities. The activities are provided to students with an extension to the regular school day. Due to the current situation the District Response Team will assess the offering of extracurricular activities and athletics on October 1. The Athletic Director will assess the ability to utilize outdoor space to provide our student athletes in grades six

through eight with drill driven activities following social distance parameters. Prior to October 1, each school principal will implement one student activity that can be offered in a virtual platform. A component of our modified schedule will also include the planning by teachers of activities each week in an effort to engage students in a social forum.

Systems of Support

Per the Collaborative of Academic and Social Emotional Learning (CASEL) social and emotional learning is defined as the process through which children and adults understand, learn, and manage a set of competencies that include the management of emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

When coupled with a set of academic competencies, which includes academic mindset, perseverance, and learning strategies, learning is maximized. Teaching SEL skills is as important as teaching academic content. We directly teach and infuse these skills in our everyday lessons. Teaching SEL is not a canned program, but rather an approach to teaching, a philosophy. As educators and parents we are the constant models for our children. It starts with us.

Maslow before Bloom:

“Students and staff returning for the 2020-2021 school year will be faced with new and intimidating routines and circumstances. We must address these challenges head on and ensure that SEL is infused into everyday school life.” (“The Road Back”)

The phrase, Maslow before Bloom has never been more important. In other words, educators should place Maslow’s hierarchy of human needs before Bloom’s taxonomy of educational objectives.

Per “The Road Back” we must make SEL a priority and infuse components of it in our everyday lessons. The guidance from the NJ Department of Education and our collaborating partners emphasize SEL and present considerations which can be used as specific targets we will reach at the opening of our schools.

SEL Targets:

- *Prioritize relationships/wellbeing over behavioral compliance*
Every person has behavioral needs in wanting to feel belonging and significance. When prioritizing relationships, those needs are met.
- *Meeting the developmental needs of our students*
How we teach is as important as what we teach. As educators we must understand the developmental characteristics of our children and infuse that knowledge into lessons that meet those needs. Student

engagement is amplified when developmental needs are met for a specific age group. As educators, we want to reach the zone of proximal development where kids feel challenged yet successful.

- *Support students and staff in feeling safe, connected, and hopeful.*
“To optimize the learning process, students and staff need to feel cared for, re-engaged and acclimated to the school community.” (“The Road Back”)

Community building has never been more important. In a traditional school setting, kids need to feel safe with a predictable classroom with strong peer to peer and peer to teacher relationships. With the uncertainty of our current situation, kids need a safe place more than ever. Fostering a strong, positive classroom community is vital. We can instill community building activities into our daily lessons. Further, the language we use with our students aids in the community we build. How we speak to our students matters. Regardless of the subject area, teaching strategy, or age group, our words are our most powerful tool.

- *Ensure all students have at least one caring adult checking in on them*
When students who had teachers that prioritized SEL were surveyed about their experience, the overwhelming response was that they appreciated having a strong connection with an adult in their school. We accomplish this goal with our community building, a focus on relationships, our teacher language, and meeting our students’ developmental needs. All of these targets are symbiotic and build off one another.
- *Establish routines*
We know that one of the developmental needs of children is consistency. Routines such as arrival, dismissal, turning in homework, entering and exiting a room, delivering instructions, and so forth, demand consistency and predictability. Predictability is another key component to a positive learning environment. When kids know the routines, they feel safe. When they feel safe, they want to be in the room. When they want to be in the room, they are willing to take academic risk, thus learning is maximized.

Common planning time for teachers to collaborate and establish consistent routines, procedures, and expectations will be needed.

- *Goal setting and reflection*
Whether social, emotional or academic, goal setting is a way for children to organize their thoughts and create a plan to achieve their goal and foster perseverance. Goal setting also allows for children to reflect on what learning strategy worked for them, which creates a sense of motivation to try it again.

Children will be looking for closure from last school year. Reflection on past experiences will aid in that search for closure. “We do not learn from experience. We learn from reflecting on experience.” (John Dewey).

In a traditional school year opening, these objectives are important however now they are vital. Professional development will be delivered in the fall to aid teachers in reaching these objectives. All of these targets are symbiotic. By prioritizing these targets, we will meet these targets. Supporting our children during this time of reopening will be a team effort. Educators and parents are constant role models for our children, and our partnership is essential.

NJTSS (NJ Tiered System of Supports)

The New Jersey Tiered System of Supports committee oversees instruction for students based on screenings mandated by the state of New Jersey's new Dyslexia legislation. Our approach has been to cast a broad net for our students that would benefit from additional instruction in language arts. We feel that providing that instruction at the early years of schooling allows students to grow quickly and successfully. We have a three tiered approach in identifying students, using data gathered from several assessment sources. Our teachers then provide targeted instruction in those areas. Each tier dictates the amount and frequency of time devoted to this instruction. Some of the intervention materials we use include the DIBELS assessments, Wilson Foundations and Just Words, ProEd Assessments (WIST, TOWRE, TOSWRF-2), Sonday and Torgeson kits for instruction.

Response to Intervention (Rti)

Response to intervention is an evidence based approach that brings together all stakeholders, parents, teachers, and students, in an effort to individualize instruction to meet a student's learning exigence. In accordance with guidelines from the New Jersey Department of Education, Clinton Township School District administers a response to intervention framework. District staff will implement a three tiered system that will best address student needs while simultaneously placing the child in the least restrictive environment. Data will be collected, analyzed and act as the driving force behind the instructional decisions for intervention. The three tiers can be broken down as follows:

- Tier 1: Evidence-based core instruction delivered with fidelity
- Tier 2: Targeted, small group interventions in addition to core instruction
- Tier 3: Intensive interventions customized to students' needs

Regardless of the learning environment, virtual or in-person, the RTI framework will be utilized on an as needed basis for any CTSD student.

Systems of Support – Faculty/Staff

The District School Counseling team in collaboration with the Child Study Team, School Nurses, and other District staff members established a peer to peer team to provide ongoing support to staff as the District reopens school and initiates operations both in person and virtually. To support balanced wellbeing, the District will operate open, voluntary support sessions led by peers; designate wellness areas in each building where staff can decompress; and offer ongoing resources via internal communication channels that support and promote stress relief, self care, and other healthy strategies. A full list of external resources in our local and expanded community are available in the Appendix and on our internal staff website.

In-District Supports: These volunteers are available to faculty and staff.

School Counselors

Available during school hours for in-person talks; phone calls; texts; emails; video conferencing

Carole Frey	cfrey@ctsdnj.org
Christina Giordano	cgiordano@ctsdnj.org
Greg James	gjames@ctsdnj.org
Kerry Mueller	kmueller@ctsdnj.org
Alex Ruttenberg	aruttenberg@ctsdnj.org

Child Study Team Members

Available during school hours for in-person talks; phone calls; texts; emails; video conferencing

Kathy Collins	kcollins@ctsdnj.org
Dianne Flanigan	dflanigan@ctsdnj.org
Allison Lefebvre	alefebvre@ctsdnj.org

Support Resources

Out-of-District Supports

Professional Resources

Hunterdon Behavioral Health (24-hours)

Hunterdon Medical Center, Flemington, NJ
(908) 788-6401

Mobile Crisis (24-hours)
(908) 788-6400

Hunterdon Helpline (24-hours)

908-782-HELP (4357)

1-800-272-INFO (4630)

www.hunterdonhelpline.org

Family Crisis Intervention Unit
Flemington, NJ
(908) 788-6401

SAFE in Hunterdon
Flemington, NJ
908-788-7666
888-988-4033 (24-hour service)
www.safeinhunterdon.org

Tri-County Resources
(Warren, Hunterdon, and Somerset)
www.TriCountyResourcesNet.org

Catholic Charities
Barbara Rouskas
Flemington, NJ
(908) 782-7905

Carrie Genovisi
Flemington, NJ
(908) 616-1182

Dr. Charwin
Frenchtown, NJ
(908) 507-8429

GSAAP - Anxiety Disorders Clinic
Piscataway, NJ
(732) 445-5384

Oldwick Associates
Oldwick, NJ
(908) 439-3456

Sharon Rausenberger
Bloomsbury, NJ
(908) 479-1113

Katharine Bergacs
Flemington, NJ
(908) 751-1208
<http://www.myplaceforpeace.com>

Dee Wright, MSW, LSW, LCADC
Flemington, NJ
(908) 328-4307

Susan Blackwell-Nehlig, PsyD
Flemington, NJ
(908) 303-6298

Kit Riley, Ph.D., MSW
Karen Steifel, CSW
Martha McDougal, LCSW
Flemington, NJ
(908) 788-9401

Lori Rayner-Grossi
Clinton, NJ
(908) 730-7608
(908) 246-2008

Stress Management Counseling Center
Clinton, NJ
(908) 235-8337
www.stressmgmtcounseling.com

Karin Gruss, MSW, LCSW
Clinton, NJ
(908) 343-0073
(908) 364-5552

Douglas Haymaker, PhD
Stephanie Haymaker, PhD
Bridgewater, NJ
(908) 429-9300

Anne Picardo, LCSW
Pottersville, NJ
(908) 439-3340

Kristin Kuehner Ravo, LCSW
Long Valley, NJ
(908) 876-8764

Jeffrey Harrison
Nancy Hickey Harrison, PsyD
Flemington, NJ
(908) 788-4048

Janine Padula
HOPE Counseling Services, Inc.
Clinton, NJ
(908) 735-5445
info@HopeCounselingServicesInc.com
www.HopeCounselingServicesInc.com

Michael Prezioso
Clinton, NJ 08809
(908) 735-0097

Nicci Spinazzola, Eds, LMFT, LPC, BCETS
Trauma Specialist
Morristown, NJ
(973) 292-0682 x 7
(908) 253-3160 Bridgewater Office

Affiliates in Clinical Services
Phillipsburg, NJ
(908) 454-7244

Kimberly Leatherdale, LPC, ATR
Somerset Area
(908) 256-4479

Lauren Ordner, MS, LPC
Lebanon, NJ
(908) 210-3086
LaurenOrdner@volitionwellness.com
www.LaurenOrdnerLPC.com

Carol Fischbach, LCSW
Clinton, NJ
(908) 638-6625

Gina Kassel
Bridgewater, NJ
(908) 658-3167

Verna M. Hegstrom
Clinton, NJ
(908) 730-8138

[Horizon Blue Cross Blue Shield Resources](https://doctorfinder.horizonblue.com/dhf_search) https://doctorfinder.horizonblue.com/dhf_search

Online Resources

The NJ Department of Human Services offers a "warm line" as a resource for people seeking mental health services. This includes being able to talk to a live mental health professional. The warm line is available 24 hours a day and has language access; (877) 294-HELP (4357).

<https://www.nj.gov/humanservices/index.shtml>

Self Care Resources

Mindful Teachers

<http://www.mindfulteachers.org/p/self-care-resources.html>

American Psychological Association

<https://www.apa.org/pi/about/publications/caregivers/consumers/taking-care-you>

American Counseling Association Mental Health Resources

<https://www.counseling.org/knowledge-center/mental-health-resources/>

Hunterdon County Mental Health Resource Directory (2018)

<p>Freedom House Clinton, NJ www.freedomhousenj.org</p> <p>Partial Care/Partial Hospitalization Programs</p> <p>High Point Partial Care Flemington, NJ 08822 highpointpartialcare.webs.com</p> <p>Hunterdon Behavioral Health Acute Partial Hospital Flemington, NJ 08822 www.hunterdonhealthcare.org</p> <p>Hunterdon Behavioral Health Day Hospital Flemington, NJ 08822 www.hunterdonhealthcare.org</p> <p>Intensive Outpatient Treatment Program</p> <p>Catholic Charities SPIRIT Program Flemington, NJ 08822 www.ccdom.org</p> <p>Kwenyan & Associates Flemington, NJ 08822 www.kwenyanandassociates.net</p> <p>Freedom House Clinton, NJ www.freedomhousenj.org</p> <p>Care/Case Management Programs</p> <p>Easter Seals Integrated Case Management Flemington, NJ 08822 www.ni.easterseals.com</p> <p>Hunterdon Behavioral Health Older Adults Program Flemington, NJ 08822 www.hunterdonhealthcare.org</p> <p>Bridgeway Rehabilitation Inc. Program in Assertive Community Treatment (PACT) Washington, NJ 07882 www.bridgewayrehab.org</p>	<p>908 617-5493</p> <p>908 788-5959</p> <p>908 788-6401</p> <p>908 788-6401</p> <p>908 782-7905</p> <p>908 237-3826</p> <p>908 617-5493</p> <p>908 788-7580</p> <p>908 237-2364</p> <p>908 835-8660</p>	<p>Bridgeway Rehabilitation Inc. Residential Intensive Support Team (RIST) Annandale, NJ 08801 www.bridgewayrehab.org</p> <p>Bridgeway Rehabilitation Inc. Supportive Housing Program Flemington, NJ 08822 www.bridgewayrehab.org</p> <p>Residential Programs</p> <p>Easter Seals Residential & Supportive Housing Flemington, NJ 08822 www.ni.easterseals.com</p> <p>Daytop New Jersey (adolescents) Mendham, NJ 07945 www.daytopnj.org</p> <p>Self Help/Educational/Vocational</p> <p>Getting Together Self Help Center Hunterdon Behavioral Health Flemington, NJ 08822 gt52eastmain@gmail.com</p> <p>Pathways Employment Services Hunterdon Behavioral Health Flemington, NJ 08822 pathwaysemployment@yahoo.com</p> <p>Hunterdon County One Stop Career Center Flemington, NJ 08822 www.careerconnections.nj.gov</p> <p>Veterans Services</p> <p>Veteran's Haven North Residential Program Glen Gardner, NJ 08826 www.nj.gov/military/veteranshavennorth</p> <p>Veterans Service Office Hunterdon County Division of Senior, Disabilities and Veterans Services Flemington, NJ 08822 www.co.hunterdon.nj.us/aging.htm</p>	<p>908 894-5311</p> <p>908 237-2577</p> <p>908 788-7580</p> <p>888 4DAYTOP</p> <p>908 806-8202</p> <p>908 237-2318</p> <p>908-782-2371</p> <p>908-537-1999</p> <p>908-788-1361</p>	<p>HUNTERDON COUNTY</p> <p>Mental Health</p> <p>Resource Directory</p> <p>2018 Edition</p>  <p>Advocacy</p> <p>Hunterdon County Dept. of Human Services Mental Health Office Flemington, NJ 08822 www.co.hunterdon.nj.us</p> <p>Coalition of Mental Health Consumer Organizations (COMCO) Passaic, NJ 07503 www.comhco@aol.com</p> <p>Collaborative Support Programs of New Jersey (CSPNJ) Freehold, NJ 07728 www.cspnj.org</p> <p>Disability Rights New Jersey NJ Protection & Advocacy Trenton, NJ 08625 www.drnj.org</p> <p>Legal Services of Northwest Jersey, Inc. Flemington, NJ 08822 www.lsnwi.org</p> <p>NAMI Hunterdon National Alliance on Mental Illness www.namihunterdon.org</p> <p>NJ Addiction Services Hotline NJ Reach www.reach.nj.gov</p>	<p>908 788-1372</p> <p>973 788-8810</p> <p>732 780-1175</p> <p>800 922-7233</p> <p>908 782-7979</p> <p>908 284-0500</p> <p>1 844 276-2777 1 844 732-2465</p>
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Mental Health Association of NJ njmentalhealthcares.org	877-294-4356	Children's System of Care NJ youth are referred through PerformCare, the Contract Services Administrator www.state.nj.us/dsdf/families/css	1-877 652-7624	Freedom House Glen Gardner, NJ 08826 www.freedomhousesnj.org	908 537-6043
Crisis Services				Outpatient Services	
Hunterdon Behavioral Health Psychiatric Emergency Services Flemington, NJ 08822 www.hunterdonhealthcare.org	908 788-6400	Tri County Care Management Organization Hunterdon/Somerset/Warren Counties Somerville, NJ 08876 www.tricountycmo.org	908 526-3900	Catholic Charities Family Services Center Flemington, NJ 08822 www.ccdom.org	908 782-7905
Hunterdon Behavioral Health Family Crisis Intervention Unit Flemington, NJ 08822 www.hunterdonhealthcare.org	908 788-6401	Contextual Family Services Flemington, NJ 08822 www.contextualfamilyservices.org	908 237-9193	Hunterdon Behavioral Health Flemington, NJ 08822 www.hunterdonhealthcare.org	908 788-6401
Catholic Charities Mobile Response & Stabilization Services Flemington, NJ 08822 www.ccdom.org	877 652-7624	Easter Seals Intensive Family Support Services Flemington, NJ 08822 www.nj.easterseals.com	908 788-7580	Prevention Resources, Inc. Flemington, NJ 08822 www.njprevent.com	908 782-3909
Safe In Hunterdon Domestic Violence Hotline Flemington, NJ 08822 www.safeinhunterdon.org	908 788-7666 1-888-988-4033	Catholic Charities Family Services Center Flemington, NJ 08822 www.ccdom.org	908 782-7905	Kwenyan & Associates Flemington, NJ 08822 www.kwenyanandassociates.net	908 237-3826
Hunterdon Helpline Flemington, NJ 08822 www.helplinehc.org	1-800 272-4630 908-782-4357	Inpatient Services		Outpatient Addictions and/or Co-Occurring Services	
National Suicide Prevention Lifeline www.suicidepreventionlifeline.org	1-800-273-8255	Hunterdon Behavioral Health Flemington, NJ 08822 www.hunterdonhealthcare.org	908 788-6401	Daytop Village Flemington, NJ 08822 www.daytop.org	908 806-5196
Children & Family Support Services		Princeton House Behavioral Health Princeton, NJ 08540 www.princetonhcs.org	800 242-2550	High Point Program Flemington, NJ 08822 highpointpartialcare.webs.com	908 788-5959
Family Success Center Flemington, NJ 08822 www.hcfc.com	908 237-0465	Capital Health System—Fuld Trenton, NJ 08638 www.capitalhealth.org	609 394-6000	Hunterdon Behavioral Health Flemington, NJ 08822 www.hunterdonhealthcare.org	908 788-6401
Family Support Organization (FSO) Hunterdon/Somerset/Warren Counties Washington, NJ 07882 www.fso-hsw.org	908 223-1191	Carrier Clinic Belle Meade, NJ 08502 www.carrierclinic.org	800 933-3579	Hunterdon Drug Awareness Program Flemington, NJ 08822 www.hdap.org	908 788-1900
Prevention Resources, Inc. Unifying Families/Strengthening Families Flemington, NJ 08822 www.njprevent.com	908 782-3909	Anderson House, A Turning Point Program Whitehouse Station, NJ 08889 www.turningpoint.org/andersonhouse	973 239-4600	Prevention Resources, Inc. Flemington, NJ 08822 www.njprevent.com	908 782-3909
Hunterdon Behavioral Health Intensive Family Support Services Flemington, NJ 08822 www.hunterdonhealthcare.org	908 788-6401 ext. 3344			Princeton House Behavioral Health Princeton, NJ 08540 www.princetonhcs.org	888-437-1610
Daytop Village Flemington, NJ 08822 www.daytop.org	908 806-5196	This directory aims to provide information regarding available community resources. Resources listed are not evaluated nor does the provision of information about a resource constitute endorsement. Omission of resource does not signify disapproval.		Carrier Clinic Belle Meade, NJ 08502 www.carrierclinic.org	800 933-3579

Food Service

Maschio's is the district food services vendor. At this time, the District plan does not include providing lunch time for students due to the need for additional sanitizing as well as hand washing and adhering to additional distancing and allergy protocols. Maschio's will continue to provide food services to identified families for free and reduced meals.

At this time, the District has drafted plans for reopening that includes an early dismissal schedule that would have the students sent home after instruction, and not include lunch time, but a “grab and go” lunch for students that wish to purchase. Protocols had been established by CDC and "The Road Back" guidance, that would allow lunch service if all other guidelines could be applied.

- Students are allowed to bring in a snack to eat in their classrooms; All snacks must follow allergy guidelines
- Snacks need to be kept in student backpacks
- Hand washing will occur, per guidelines, both before and after snack time
- No sharing of snacks or food is allowed
- Garbage cans will be available for refuse disposal and changed daily
- Student allergy lists will be distributed and adjustments will be made to accommodate students with allergies
- Cleaning of all surfaces will occur before and after snack time
- Students that qualify for Free & Reduced Lunch will continue to be provided for completely and boxed /bagged lunches will be prepared for remote learnings days
- All requirements for snacks apply to all staff members as well

Transportation

The District will utilize a digital platform to support pre-screening of students and staff. This platform provides two levels of verification for your child’s ability to be transported to school by our transportation provider. The transportation provider will communicate directly with each family to outline the verification process required. The digital platform, Qualtrics, allows two methods of verification for transportation, and ultimately, school attendance; paper verification or the verification response from the Qualtrics app, so that families may select the option that works best for them. Should your child have a caregiver in the morning, that individual may have a screenshot of the Qualtrics verification and display this to the bus driver. It is anticipated that training will be provided in mid August, to facilitate the process.

If a parent or guardian has decided to transport their child(ren) to school, please review this information. Verification for drop off will be the same - verification must be presented to a district staff member before your child(ren)is/ are allowed to disembark the vehicle to enter the school building. Parents/Guardians must remain

in their vehicle during drop off or pick up. No children may be dropped off at the buildings without directly interacting with a staff member for verification. Staff members will escort students from vehicles into the building, as the adult driver must remain in the vehicle. Should children arrive at the school buildings without verification using the Qualtrics app, they will be taken to a respectful isolation area until parents can provide verification.

In "The Road Back", it is directed that school districts should maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students. If maintaining social distancing is not possible, all students who are able must wear face coverings while on busses. The following information will apply:

- Transportation will be offered
- Parents may drive their children to school (survey results indicate a majority of parents will drive their children.)
 - Waiver forms are available for transportation options through our Transportation Coordinator
- Confirmation of parental pre-screening is required before entering the bus
- We are currently reviewing an app to assist with pre-screening
- To maintain occupancy within the guidelines, students must wear a face covering
- Social distancing at the bus stop
- Children will board the bus from the back to the front
- Students will disembark from the bus front to the back
- Students will sit with family members
- Signs will be placed on the third window of all buses to remind caregivers and students of symptoms to watch for and prescreening requirements

Child Care

The Clinton Township School District continues to work collaboratively with the Work Family Connection. The concept of our planning is based on information regarding the proposed schedule, our students' day care needs and the needs for the children of our faculty and staff. Upon approval of the reopening plan, the communication between the District and Work Family Connection will enable us to provide procedures to families for enrollment in preparation for the 2020-2021 school year.

Technology

The District uses Chromebooks (HP, Acer & Dell) and has approximately 575 in house at this time. An additional 325 have been ordered as part of the annual "refresh" of devices at the middle school. This will bring our total to roughly 900 devices. The District also uses Ipads, tablets and assorted specific devices for use with

pre-school children and for our related services providers and staff. As of the time this plan is released, the District is ordering an additional 160 devices.

Each of our buildings has a bandwidth of 1 GB. Based upon a recent survey of families, 99% of our student households have connectivity and all students who experienced issues during the closing of our District in March 2020 now have connectivity.

The Tech department is responsible for Systems Management, led by Darrin Daniello, Data Management, led by Brian Farkas and also maintains the District subscriptions, SIS (Student Information System - PowerSchool) and maintenance of devices, sound field systems, the Tech Help Desk and responds to all staff and student technology issues.

During the recent remote learning, the Technology Department created and maintained the District website (ctsdnj.org) the Health Preparedness Website ([here](#)) as well as a website for staff use with academic, health, wellness, Human Resources, and other links and tutorials. This fall, we will be creating a library of tutorial videos in addition to the ones already posted on our sites. These will include specific training from experts and staff members and be available to all.

During remote sessions, the District will utilize the following resources for meetings:

- Zoom
- Google Meet
- GoGuardian Conferencing

Additional academic resources will include:

- Newsela in ELA, Science, Social Studies for CTMS
- EdPuzzle - Interactive video lessons
- FlipGrid - Video message boards
- SeeSaw - digital portfolio
- Literably - ELA benchmark assessment, K-5 delivered remotely option
- MobyMax - ELA & Math benchmarks as well as skill reinforcement with independent practice, all content areas
- Smart Music Software - CTMS music instruction
- Equatio - CTMS math equation editor
- KAMI - CTMS pdf editor
- BrainPop - content area videos
- Discovery Education Streaming Plus
- PBL Project - Problem Based Learning units
- IDE- My Q Portal - Problem Based Learning units, Hybrid learning tools
- Enchanted Learning
- Gizmos

- Accelerated Reader
- Reading A-Z, Raz Kids
- Screencastify (recorded lessons and videos)
- WeVideo
- Mystery Science
- PebbleGo
- All of the “G Suite” including add ons, such as Pear Deck

The District does employ a web filter and also uses GoGuardian, and GoGuardian Teacher, which allows our staff to monitor student Internet use in real time, and to message them during use. It also acts as a filter to screen out visits to inappropriate sites based on keywords. Notifications of such searches are sent to district administrators, who in turn, will notify families.

Academics

The Clinton Township School District recognizes the need for the continuous professional development of staff to maintain and deliver a highly effective instructional model that focuses on the NJ Student Learning Standards, individualized instruction, and establishes formative assessments to maintain support for each child's academic experiences.

In recent surveys, 35% of our families indicated that they would not have their children participate in building based learning, but remain remote; 65% indicated that they are interested in having their children return to in person instruction at their school building. As we design plans for the reopening of school in the fall, we will utilize this data in the decision making process. Regardless of format, academics will take place utilizing a schedule. Possible options may include a hybrid of in-person and remote learning. Lesson delivery will follow a schedule as well as have recorded options for families waiting on a device, or with schedule conflicts. Additional options must address an increase in the number of families that prefer a fully remote option.

Instruction will include: Reading, Writing, Mathematics, Science, Social Studies, NJTSS programs (Foundations & Just Words) and the Unified Arts of World Language, Art, and Health. Instrumental music and choral music will, of necessity, use a remote approach, with individual lessons, and remote large group sessions for band and chorus. Each building will provide a schedule of classes.

All schools will focus on instruction in the four major content areas. Homework, small group, and Unified Arts work may be independently completed by students. Digital Help Boards will be maintained to address student concerns.

At the Spruce Run School, where our Pre-K students reside, they will follow an independent model due to the small class sizes, where social distancing rules are already applicable. Pre-K learning involves a great deal of modelling, learning through play, socialization and individual instruction. The same is true for all of our special needs classes.

Some families are opting for a full virtual model and so a "Virtual Academy" option will be set up for these students and will follow a similar format for instruction, without the in-person sessions. We also acknowledge that this is a dynamic situation and will adjust formats accordingly. We look forward to resuming full time, in person instruction as soon as health concerns, data, and guidance from NJDOE, CDC, and other local agencies points us in that direction.

Special Education & Related Service Delivery

As part of the District's plan to ensure the delivery of special education and related services to students with disabilities, we will continue to meet our obligations to students with disabilities to the greatest extent possible. Specific strategies and considerations for students with disabilities have been and continue to be critical points of discussion for every return-to-school scenario. The District Response Team will continue to review information and guidance from the NJDOE and any additional guidance from the United States Department of

Education (USDE) on implementation of the Individuals with Disabilities Education Act (IDEA). All special education and related services continue to be delivered in alignment with IEP goals and objectives regardless of the instructional format meaning virtual or in person where designated as the District reopens. Individual student services will be reviewed and continually monitored by Child Study Team members, Special Education staff, and Administration in collaboration with families of students with disabilities to ensure progress oriented and needs based plans.

Professional Development

An established goal for the 2020 - 2021 school year was to offer continued professional development for the Readers and Writers Workshop model of instruction. This goal, with modifications, is still planned and will be maintained. The District also acknowledges and recognizes through data received from faculty surveys, that additional professional development to support hybrid instruction is needed and will be provided through various professional initiatives. The Curriculum department has established a “Clinton Township Professional Development” website with archives of training, tutorials and lists of district experts, to assist in this initiative. Finally, the District plans to address changes in the NJ Student Learning Standards remains planned for the second half of the school year.

- Dr. Nancy Sulla of IDE Corp. defines the new Hybrid Learning Environment. She posits that the key is not to think of instruction as either in a physical classroom or online, but to design a Hybrid Learning Environment that will easily address both venues. This training was offered in July and will be again in August for a cohort of 20 staff members at each session. Turnkey training will be provided to staff.
- Workshop Model for ELA - training continues this school year in grade levels or cohorts
- Math PD from Inspired Instruction for all buildings
- Virtual Learning Platforms & Programs - tutorials and staff led instruction on utilizing the new technology subscriptions and platforms for live lessons for remote students
- Mobymax Benchmark training in August for staff members administering the benchmark assessments in Reading and Math
- Literably training in August for K-5 staff members administering the reading benchmark assessment
- Performance Matters benchmark assessment training for staff members to develop in-house benchmark assessments in ELA and Math
- A “CTSD Professional Development” website has been established to facilitate training in programs and platforms used during live & remote instruction. The site contains tutorials, training videos and links for staff.

Assessments

This year, the District will begin to develop our own benchmark assessments using a program called Performance Matters, which is under PowerSchool. As we work to develop these and other formative and summative assessments, we will also rely on two programs to begin benchmarking students as well as using

them to determine any learning gaps created by remote instruction last spring. These programs are, Literably, an ELA benchmark for grades K - 5, which has remote delivery options, and MobyMax, which will be used for math benchmarks in all grades, and ELA in grades 6 through 8.

The District uses a wide variety of assessments and an appendix of those can be found at the end of this document, in the resources section.

Mentoring and Evaluation

The evaluation of all staff members will continue to meet all NJDOE requirements. The Clinton Township School District uses the Danielson model for teacher evaluation and NJ PEPL for administrator evaluation. We will await guidance on the evaluation process and weights and included scores for staff per the NJDOE.

The District approved the Policy 1648 on July 27, 2020 outlining the required mentor support for new teachers specifically to include hybrid models of instruction and completely remote/virtual instruction.

Medical

All school nursing services are guided by the annual School Nursing Plan and are under the medical direction of our School Doctor. Due to the pandemic and associated response, additional protocols, PPE, preventative measures, and health considerations have been made to maintain the work of school nurses in our District to promote a healthy and safe environment for staff and students.

Considerations for In School General Health Screenings

- Wear PPE for close contact during all regular screenings including vision, hearing, height, weight, etc. Students are required to wear a cloth face covering during the screening unless medically exempt.
- Stagger scheduling of general health screenings to only a cohort of students during a window of time
- Wipe down equipment used for the screening in between individual students
- Collaborate with the school doctor to determine scheduling and appropriateness of screenings during certain periods of time in the 20-21 school year

Considerations for In School Health Assessment when a student does not feel well

- When a student visits the health office due to illness, the student will be required to wear a face covering and will be seated in a space that is respectfully isolated from others that may be in the health office suite
- If the student is found to have symptoms that may be associated with an illness that can be easily spread or suspected of spreading, the child will be respectfully isolated in a space where they can be monitored by the school nurse or other designated staff member and the family will be alerted to come and pick the student up

- Equipment, seating, and other materials will be sanitized after the student departs from the health office suite or other designated area. Sanitizing procedures may require a delay in cleaning based on symptoms that are present in the student.
- Additional information about protocols for students and staff that present with symptoms that are related to COVID-19 may be found in the Health and Safety section of this plan

Personal Protective Equipment

- Individual assessments will occur for all students and staff that present with specialized medical considerations as outlined by a health professional
- The District Response Team and School Based Response Teams will continually review and update appropriate PPE options to meet the needs of our students and staff based on information shared by our collaborative partners
- Exemptions for PPE will be reviewed by designated school nursing staff and the school doctor to determine and/or review alternatives and increased social distancing measures

Protocols for Exclusion from school

- All exclusion from school for staff and students will be guided by the Clinton Township School District Response Protocol and standard operating procedures for school nursing in collaboration with our School Doctor and the Hunterdon County Health Department

Administration of Medication and Treatment

- Individual Health Plans will outline medication administration during the day for students as part of our standard operating procedures and outlined in our annual School Nursing Plan
- Per the Department of Health, nebulizer treatments are not permitted in the school building by staff for personal treatment or for student treatment
- Per the Department of Health, school nurses are not permitted to use a nebulizer to administer medication during the school day. Families are encouraged to speak with their physician about alternative plans.

Policy & Funding

As the Clinton Township School District prepares for the 2020 -2021 school year, the efficient use of resources presents challenges to our District.

It is necessary for our District to review all planned purchases and initiatives within our 2020-2021 budget and make significant decisions to secure the necessary materials for our students and the faculty and staff to continue to provide superior educational experiences. As indicated by the situation, essential PPE, additional devices, integration of apps to maintain information and offer efficient and relevant communication are necessary for the district to purchase.

For our facilities approved supplies to ensure sanitizing are being evaluated and considered for purchase. A professional review of our ventilation systems is being conducted in August. An expansion to our web based monitoring system will go into place for increased student safety. Materials and supplies requested by the teachers have been reviewed and the only items purchased are those that will enhance each child’s individual experience during the instructional process.

Our District received funds from the Elementary and Secondary School Emergency Relief Fund totaling \$11,000. In addition, our District has attended all local instructional meetings as it relates to the FEMA emergency funds available to schools as the District anticipates a reduction in school aid. All purchases are made following district purchasing procedures and our District is a member of a Purchasing Coop to secure supplies for our teachers.

To facilitate the use of live instruction, the district account with zoom was upgraded.

The Clinton Township Board of Education, on July 27, 2020, adopted policy number 1648 Restart Recovery Plan and has reviewed the following policies:

- Home Instruction
- Attendance
- Code of Conduct

Clinton Township Schools applied for the Digital Divide grant on August 1, 2020 and await approval.

Clinton Township Policy References

Policy 1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

- a. If the school district is providing transportation services on a district-owned school bus, but is unable to maintain social distancing, a face covering must be worn upon entering the school bus by all students who are able to do so in accordance with A.2.c. below.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.
- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
 - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
 - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - (3) Results must be documented when signs/symptoms of COVID-19 are observed.
 - (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.

- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
 - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
- (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- d. Exceptions to the Requirement for Face Coverings
- (1) Doing so would inhibit the individual's health.
 - (2) The individual is in extreme heat outdoors.
 - (3) The individual is in water.
 - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
 - (5) The student is under the age of two and could risk suffocation.

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

4. Wraparound Supports

a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.
 - (1) Special Education and English Language Learners (ELL)
 - (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
 - (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]

2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.
- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

- (a) The school district shall ensure:

- (i) All novice provisional teachers new to the district be provided induction;
- (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
- (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
- (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
- (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.

c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (M)

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that a parent, guardian, or other person having custody and control of a child has a constitutional right to choose the type and character of education they feel is best suited for their child(ren), be it secular or sectarian. Home schooling is an option and when chosen this option will be carried out in the student’s home rather than the school.

In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school. The Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not receiving an education in accordance with N.J.S.A. 18A:38-25. The New Jersey Department of Education encourages the parent, legal guardian, or other person having custody and control of a school-aged

child to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.

The parent or legal guardian or other person having custody and control of a child between the ages of six and sixteen, who fails to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

If a child seeks admission to this school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer student, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

When children are home schooled and are not enrolled in a school, the school district is not required to provide any of the entitlements or privileges of students enrolled in the school district unless an entitlement or privilege is specifically provided in Board Policy or required by Federal law, or State Statute or administrative code. The school district's curriculum and other public record information will be provided to the parent, legal guardian, or other person having custody and control of a child upon request in accordance with the Open Public Records Act and Policy and Regulation 8310.

A child educated at home shall not receive a State endorsed high school diploma from the Board of Education.

Policy 9120 COMMUNICATING WITH THE PUBLIC

BOE Policy:

COMMUNITY

9120 Communicating with the Public

The Clinton Township Board of Education will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate. The public information program of the Board and the district shall be directed by the superintendent, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

The district's budget; its audit; its annual goals and its progress toward achievement of them; its special education plans; its bilingual/ESL program; student progress toward achievement of the Core Curriculum Content Standards including the Common Core State Standards; graduation statistics and any other information shall be communicated to the public as required by law.

The Board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters. Annually, the school district shall disseminate a report card of each school, which shall contain statistical information specified by the Department of Education, to all staff and parents. The school district shall also make the report card available to the media.

The homepage of each school and the district website will include the grade received from the Commissioner of Education on the effort of each school and the district to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The Superintendent or designee shall oversee the postings. The grade shall be posted with 10 days of its receipt. In addition, the district shall provide a link to the twice-yearly report prepared by the Superintendent detailing the number and nature of violence vandalism, and harassment, intimidation or bullying reports in the schools.

Avoiding Excessive Expenditures when Communicating with the Public

District publications will be produced and distributed in a cost-efficient manner, for example:

- A. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited;
- B. Distribution of pictures of school Board members is prohibited within 90 days of any district election; and
- C. Excessive public relations activities that are not part of the instructional program are prohibited.

Adopted: July 26, 2010

Review/Update: November 2015

Readopted: May 9, 2016

POLICY

CLINTON TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

M

1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19)
RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

A.
Emergency Family and Medical Leave Expansion Act (EFMLEA)

1.
Definitions - For the purposes of the EFMLEA:

a.
"Eligible employee" means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.

"Employer" means any employer with fewer than five hundred employees.

"Qualifying need related to a public health emergency" means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

"Public Health Emergency means an emergency with respect to COVID 19 declared by a Federal, State, or local authority.

"Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an "eligible child care provider" (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C.9858n)).

POLICY

CLINTON TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

1649/page 2 of 13 Federal Families First Coronavirus
(COVID-19) Response Act

"School" means an "elementary school or secondary school as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C, 7801).

Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

Leave for Initial Ten Days

The first ten days of this FMLA leave for an eligible employee shall be

[Select One Option -

unpaid

paid...

(2)

If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).

(3)

An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

b.

Paid Leave for Subsequent Days

(1)

An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.

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CLINTON TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

1649/page 3 of 13 Federal Families First Coronavirus
(COVID-19) Response Act (2)

The paid leave for an employee shall be calculated based on:

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I : An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and

(b)

The number of hours the employee would otherwise be normally scheduled to work or the number of hours calculated under A.2.(b)(4) below).

In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.

Varying Schedule Hours Calculation - In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee has not taken leave under the EFMLEA, the employer shall use the following in place of such number:

Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

(b)

whereas

If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

C.

Employee Notice to Employer

In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.

POLICY

CLINTON TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

1649/page 4 of 13 Federal Families First Coronavirus

(COVID-19) Response Act

(a)

A request for such leave that is foreseeable shall be submitted to the prior to commencing the leave.

A need for such leave that is not foreseeable shall be submitted to the within one business day of the first day of the leave being taken by the employee.

The employee shall provide to the the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

Restoration to Position

The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:

(a)

The employee takes leave under the EFMLEA.

(b)

The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:

That affect employment; and

ii.

Are caused by a public health emergency during the period of leave.

The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.

References

NJDOE

<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html

Special Education Guidance

<https://www.nj.gov/education/covid19/sped/guidance.shtml>

<https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf>

Conditions for Learning		
Section	Title	Link
Critical Area of Operation #1	CDC Activities and Initiatives supporting the COVID-19 Response and the President’s Plan for Opening American Up Again	https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoo-lday-camps.html%20-%20page=46
	Childcare, Schools, and Youth Programs	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html
	People Who Are at Increased Risk for Severe Illness	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
	Reopening Schools in the Context of COVID-19: Health and Safety Guidelines from Other Countries	https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief
Critical Area of Operation #2	ASHRAE Offers COVID-19 Building Readiness/Reopening Guidance	https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance

	When and How to Wash Your Hands	https://www.cdc.gov/handwashing/when-how-handwashing.html
Critical Area of Operation #3	Bullock announces phased approach to reopen Montana	https://nbcmontana.com/news/coronavirus/bullock-announces-phased-approach-to-reopen-montana
	What Bus Transit Operators Need to Know About COVID-19	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html
Critical Area of Operation #4	Stop the Spread of Germs (Printable Poster)	https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf
	Handwashing (Printable Posters)	https://www.cdc.gov/handwashing/posters.html
Critical Area of Operation #5	Communicable Disease Service	https://www.nj.gov/health/cd/
	COVID-19: Information for Schools	https://www.state.nj.us/health/cd/topics/covid2019_schools.shtml
	Quick Reference: Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19	https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf
	Guidance for Child Care Programs that Remain Open	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html
	General Business Frequently Asked Questions	https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
Critical Area of Operation #7	Guidance for Cleaning and Disinfecting	https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf
	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
Critical Area of Operation #8	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
Social Emotional Learning and School Climate and Culture	A Trauma-Informed Approach to Teaching Through Coronavirus	https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus
	CASEL – An Initial Guide to Leveraging the Power of Social and Emotional Learning as You Prepare to Reopen and Renew Your School Community	https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf
Multi-Tiered Systems of Support (MTSS)	New Jersey Tiered System of Supports (NJTSS) Implementation Guidelines	https://www.nj.gov/education/njtss/guidelines.pdf
	RTI Action Network	http://www.rtinetwork.org/

	The Pyramid Model: PBS in Early Childhood Programs and its Relation to School-wide PBS	https://challengingbehavior.cbcs.usf.edu/docs/Pyramid-Model_PBS-early-childhood-programs_Schoolwide-PBS.pdf
Wraparound Supports	SHAPE	http://www.schoolmentalhealth.org/SHAPE/
	Child Care Resource and Referral Agencies	https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx
	Coronavirus Resources for Mentoring	https://nationalmentoringresourcecenter.org/
Food Service and Distribution	Benefits of School Lunch	https://frac.org/programs/national-school-lunch-program/benefits-school-lunch
Quality Child Care	Child Care Resource and Referral Agencies	https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx
	Division of Early Childhood Education	https://www.nj.gov/education/ece/hs/agencies.htm

Leadership and Planning

Section	Title	Link
Scheduling	New Jersey Specific Guidance for Schools and Districts	https://www.nj.gov/education/covid19/sped/guidance.shtml
Staffing	Mentoring Guidance for COVID-19 Closures	https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml
	Educator Evaluation During Extended School Closure as a Result of COVID-19	https://www.nj.gov/education/covid19/teacherresources/eevaluation.shtml
	Performance Assessment Requirement for Certification COVID-19 Guidance	https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml
	Educator Preparation Programs and Certification	https://www.nj.gov/education/covid19/teacherresources/eppcert.shtml
Athletics	Executive Order No. 149	http://d31hzhk6di2h5.cloudfront.net/20200530/7d/e6/d1/5c/09c3dc4d1d17c4391a7ec1cb/EO-149.pdf
	NJSIAA COVID-19 Updates	https://www.njsiaa.org/njsiaa-covid-19-updates
	NJSIAA provides return-to-play guidelines – Phase 1	https://www.njsiaa.org/events-news-media/news/njsiaa-provides-return-play-guidelines-phase-1
	Guidance for Opening up High School Athletics and Activities	https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf

Policy and Funding

Section	Title	Link
Elementary and Secondary School Emergency Relief Fund	CARES Act Education Stabilization Fund	https://www.nj.gov/education/covid19/boardops/careact.shtml
	NJDOE EWEG	https://njdoe.mtbgms.org/NJDOEGMSWeb/logon.aspx

FEMA – Public Assistance	Request for Public Assistance (RPA) Process	https://njemgrants.org/site/rpasubmission.cfm
Purchasing	New Jersey School Directory	https://homeroom5.doe.state.nj.us/directory/district.php?districtname=educational+services+commission
	NJSTART	https://www.njstart.gov/bso/
	Division of Local Government Services	https://www.nj.gov/dca/divisions/dlgs/
	Local Finance Notice – Coronavirus Response: Emergency Procurement and Use of Storm Recovery Reserves	https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-06.pdf
	Local Finance Notice – COVID-19 – Supplemental Emergency Procurement Guidance	https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-10.pdf
Costs and Contracting	E-rate	https://www.usac.org/e-rate/
	Technology for Education and Career (NJSBA TEC)	https://www.njsba.org/services/school-technology/

Continuity of Learning

Section	Title	Link
Ensuring the Delivery of Special Education and Related Services to Students with Disabilities	IDEA	https://sites.ed.gov/idea/
	Guidance on the Delivery of Extended School Year (ESY) Services to Students with Disabilities – June 2020	https://www.nj.gov/education/covid19/boardops/extendedschoolyear.shtml
Technology and Connectivity	Joint Statement of Education and Civil Rights Organizations Concerning Equitable Education during the COVID-19 Pandemic School Closures and Beyond	https://www.naacpldf.org/wp-content/uploads/Joint-Statement-of-National-Education-and-Civil-Rights-Leaders-on-COVID-19-School-Closure-Updated-FINAL-as-of-5.15.2020.pdf
Curriculum, Instruction, and Assessment	Learning Acceleration Guide	https://tntp.org/assets/set-resources/TNTP_Learning_Acceleration_Guide_Final.pdf
	Mathematics: Focus by Grade Level	https://achievethecore.org/category/774/mathematics-focus-by-grade-level
	Teacher Resources for Remote Instruction	https://www.nj.gov/education/covid19/teacherresources/teacherresources.shtml

	NJDOE Virtual Professional Learning	https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml
Professional Learning	Distance Learning Resource Center	https://education-reimagined.org/distance-learning-resource-center/
Career and Technical Education (CTE)	Communicable Disease Service	https://www.nj.gov/health/cd/topics/covid2019_schools.shtml
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
Additional Resources for Further Reading	American Academy of Pediatrics Planning Considerations	https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/
	Ed Choice Public Opinion Tracker	https://edchoice.morningconsultintelligence.com/
	Wall St. Journal article about countries that successfully reopened schools	https://www.wsj.com/articles/is-it-safe-to-reopen-schools-these-countries-say-yes-11590928949

NASN

<https://www.nasn.org/nasn/nasn-resources/practice-topics/covid19>

https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/COVID-19_Interim_Guidance_Role_of_the_School_Nurse_in_Return_to_School_Planning.pdf

NJASA - Return to School Roadmap

<https://returntoschoolroadmap.org/>

Physical education/Health/Recess

<https://drive.google.com/drive/u/4/my-drive>

Parent health resource

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/parents-caregivers.html>

Viral Shedding

https://www.hopkinsguides.com/hopkins/view/Johns_Hopkins_ABX_Guide/540747/all/Coronavirus_COVID_19_SARS_CoV_2_

<https://www.jhsph.edu/covid-19/questions-and-answers/>

Airborne information from the EPA

<https://www.epa.gov/coronavirus/frequent-questions-about-indoor-air-and-coronavirus->

[covid-19](#)

ASHRAE

<https://www.ashrae.org/file%20library/technical%20resources/covid-19/does-ashrae-s-guidance-agree-with-guidance-from-who-and-cdc.pdf>

<https://www.ashrae.org/technical-resources/resources>

RESOURCES

APPENDIX: CTSD CLEANING AND SANITIZING PROTOCOLS

(Manual pending)

APPENDIX: ASSESSMENTS

Benchmark Assessments 2020-2021

Benchmark	Grade Level	Date
Literably	K-5	September 2020 January 2021 May 2021
Moby Max Quick Benchmark Math Moby Max Pinpoint Assessments	K-8	September/October 2020 January 2021 May 2021
Moby Max Quick Benchmark Reading Literature Reading Informational Moby Max Pinpoint Assessments	3-8	September/October 2020 January 2021 May 2021

NJTSS (Wilson Intervention and Wilson Reading) Number of Students by Grade Level 2019-2020

All students enrolled in the NJTSS program for the 2019-2020 school year will participate in the program for the 2020-2021 school year. Students will be dismissed from the program when successfully meeting the criteria at each grade level.

NJTSS Number of Students 2020-2021

Grade 1	46
Grade 2	49
Grade 3	32
Grade 4	21
Grade 5	7
Grade 6	7
Grade 7	0

Math and Literacy Support

Math and Literacy Support students will remain in the program for the start of the 2020-2021 school year if they were in the program in the 2019-2020 school year and will be evaluated accordingly by support teachers.

Number of Wilson Reading Students 2020-2021:

5 Round Valley School

1 CTMS

Fundations 2020-2021

Do to the limitations of remote learning and providing daily Fundations instructions in grades K-3 during the spring of the 2019-2020 year. The following guidelines will be used for providing Fundations instruction for the 2020-2021 school year. Students need to know prior concepts before moving on to their current grade level Fundations program.

Assessment Types:	Formative	Summative	Benchmark	Alternative
	<ul style="list-style-type: none"> ● Exit Tickets ● Plickers ● Kahoot ● Running Records (ELA) ● Quizizz ● Quizlet ● EdPuzzle ● Newsela reading responses ● BrainPop ● BrainPop Jr. activities and quizzes ● CK12 Paired Reading & Practices ● Readworks Reading Responses ● Past PARCC questions ● Flipgrid ● Gizmos ● Google forms ● Freckle ● Moby Max ● Character map ● Go Math On Your Own Page. ● Go Math Show What You Know ● Go Math Mid Chapter Check. ● Raz-Kids ● X-tra Math 	<ul style="list-style-type: none"> ● Unit Tests GoMath ● Chapter Tests GoMath ● Writing Portfolios ● Real life Projects (math) ● Tests ● Essays ● Google forms, Google documents, Google sheets, Google slides ● Membean ● Quizzes ● Fundations Unit Assessments ● F&P Assessments ● Fundations Trick Words ● Foundation Unit Tests ● Go Math EOY Test ● Uppercase/Lowercase Letter Identification ● Letter Sound Assessment ● Number Identification Assessment ● Rubric aligned performance based tasks “Show what you know” ● Code.org assessment 	<ul style="list-style-type: none"> ● MobyMax (ELA/Math) ● Literably (ELA K-5) ● These benchmarks are given a minimum of three times each year. They are a fall, winter and spring screening, offered in two week windows. ● Additional benchmarks may be given at the teacher’s discretion, to assess progress. ● Fountas & Pinnell Benchmark Assessment ● WIST ● KeyMath3 (math support) ● Teacher created questions prior to summative assessments 	<ul style="list-style-type: none"> ● PBL Units ● Flipgrid ● Wax Museum 4th grade ● Energy Debates ● Padlet ● WordMasters Challenge ● Continental Math League ● Journal Responses ● Math Calendars ● Activities ● Skits ● Website Creation ● Song parody ● Kahoot ● Mystery Science ● FOSS ● Podcasts ● Wevideo

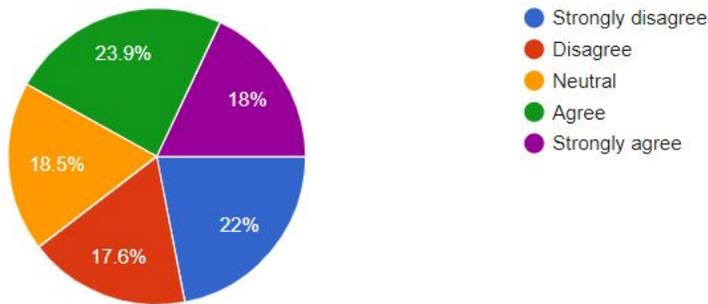
	<ul style="list-style-type: none"> ● F&P Assessments ● Math Fluency Screeners ● Math Prerequisite Test ● Edulastic NGSS Aligned Questions ● Anecdotal records/observations ● Call number assessment ● ABC order assessment ● Fiction/Nonfiction assessment ● Student created illustrations ● Performance assessments ● Physical assessments ● NJSLA practice assessment questions (online) 	<p>opportunities</p> <ul style="list-style-type: none"> ● Visual and/or oral share/presentation ● Physical assessments ● Performance assessments ● Teacher created questions ● CER writing ● Design challenge - students create hands on project based on concepts learned in class 		
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APPENDIX: SURVEY INFORMATION

District Data - Demographic & Survey

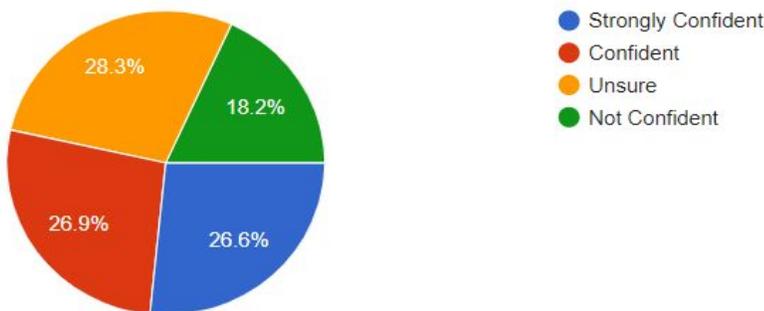
CDC guidance requires social distancing of 6 feet, when this is not possible face coverings must be worn at all times. I believe that schools SHOULD reopen in September with all CDC guidelines in place following the established school full time schedule. This would mean that face coverings would be required at all times for students and staff.

933 responses



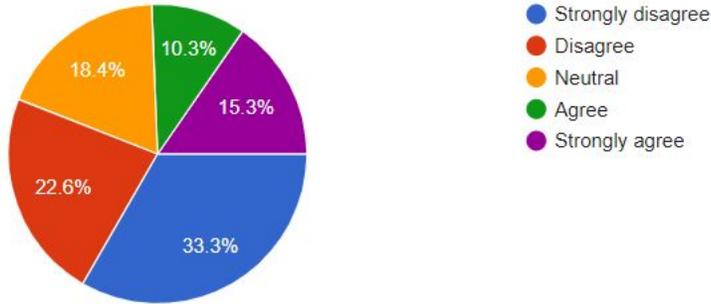
Our district will comply with all CDC guidelines, to the best extent possible, to provide a safe and healthy school environment. How confident will you be to send your child back to school knowing this?

933 responses



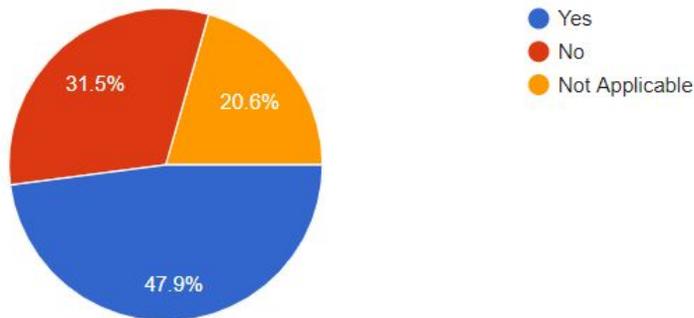
I believe school should NOT resume in September, and all students should continue using distance learning technologies.

933 responses



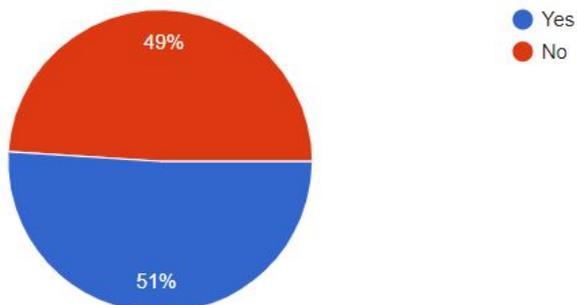
Will children returning to school improve your employment situation or your availability to improve your employment situation?

933 responses



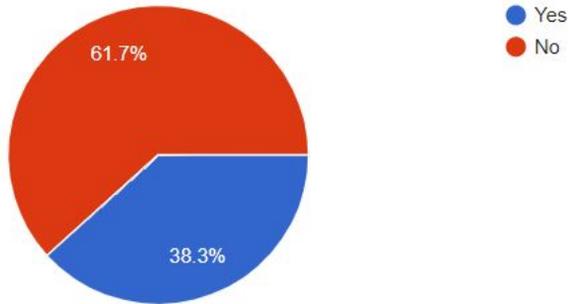
I am comfortable with my child(ren) being transported everyday to and from school on a deep cleaned/sanitized school bus with regular volumes of student passengers, following CDC guidelines.

933 responses



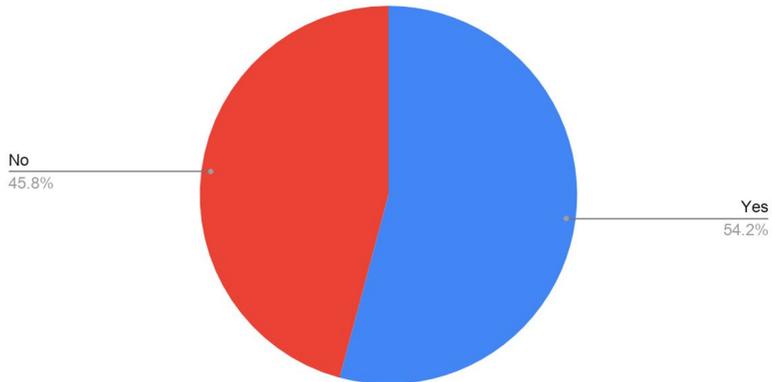
If the district reopening planning results in a schedule that deviates from the traditional five day schedule, will you require child care?

933 responses

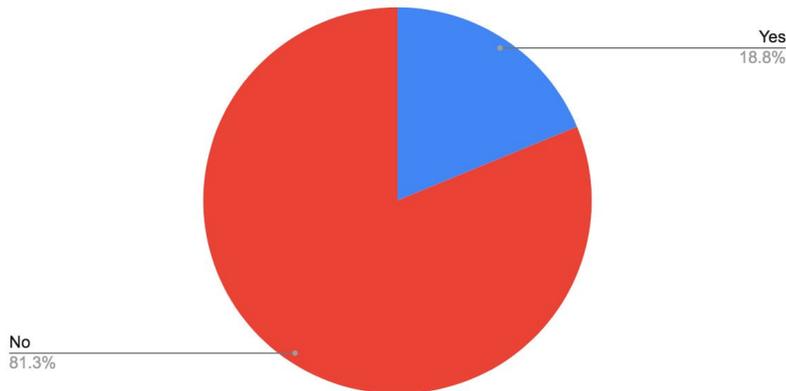


District Staff Survey Results

Is there a COVID-19 related condition or otherwise, that would impede you from returning to work at this time? CDC designated conditions include: chronic lung conditions, serious heart conditions, Immunocompromised, severe obesity (BMI 40+), Diabetes, Kidney disease undergoing dialysis or Liver



Do you have any constraints, should the opening day for staff change?



District Parent Survey Results

After careful data analysis from our first survey, including the current COVID data, and considering each school's configuration, it appears that approximately 30% of respondents are looking for a virtual option in place of in person instruction. Please indicate which option you will be selecting for the first marking period. Select one option only.

1,067 responses

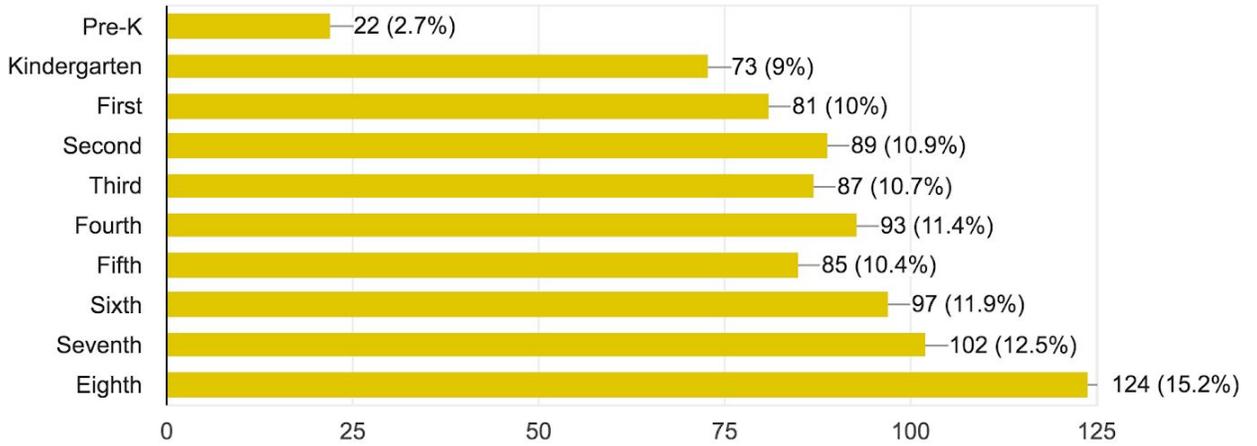


Summary of Parent Survey #3 Instructional Models

814 parents responded to the survey sent out on July 20, 2020 regarding instructional models. 100% of our families have internet access at home.

Grade entering in September

814 responses



When schools reopen in September, which schedule do you view as the most aligned to your home schedule and is most consistent to provide your children with continuity of education?

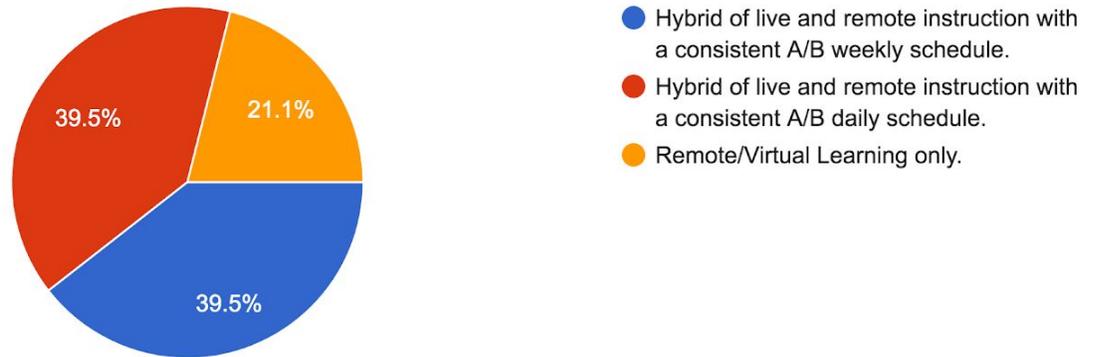
814 responses



Below is the corrected response from July 22, 2020 which allowed parents to select more than one response. The majority of the parents, 79%, feel that a hybrid schedule will provide their child with the most continuity of education. 21.1% of parents prefer remote learning only. In the first survey 77% of parents preferred a hybrid schedule and 23% preferred remote only instruction. The first survey had 814 responses and the second survey was 707 responses.

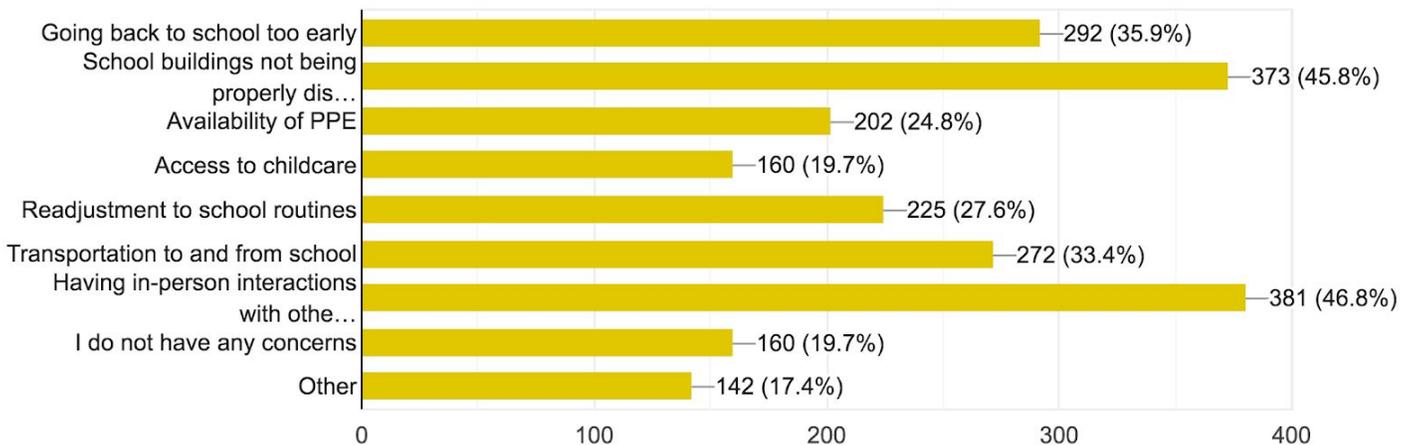
When schools reopen in September, which schedule do you view as the most aligned to your home schedule and is most consistent to provide your children with continuity of education?

707 responses



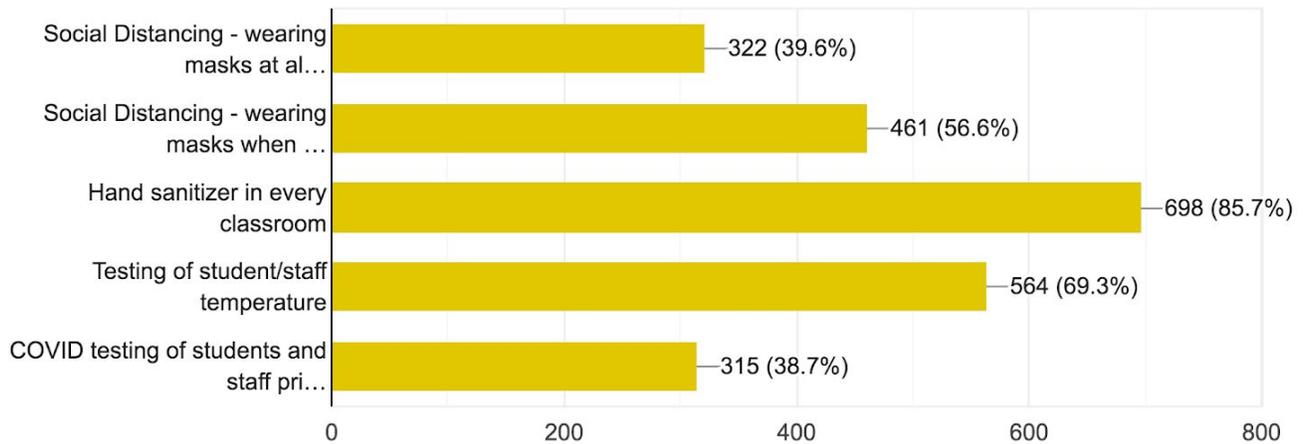
What are the main concerns you have about returning to school? Please select all that apply.

814 responses



What precautions would make you feel most comfortable with your child participating in in-school instruction? Check all that apply.

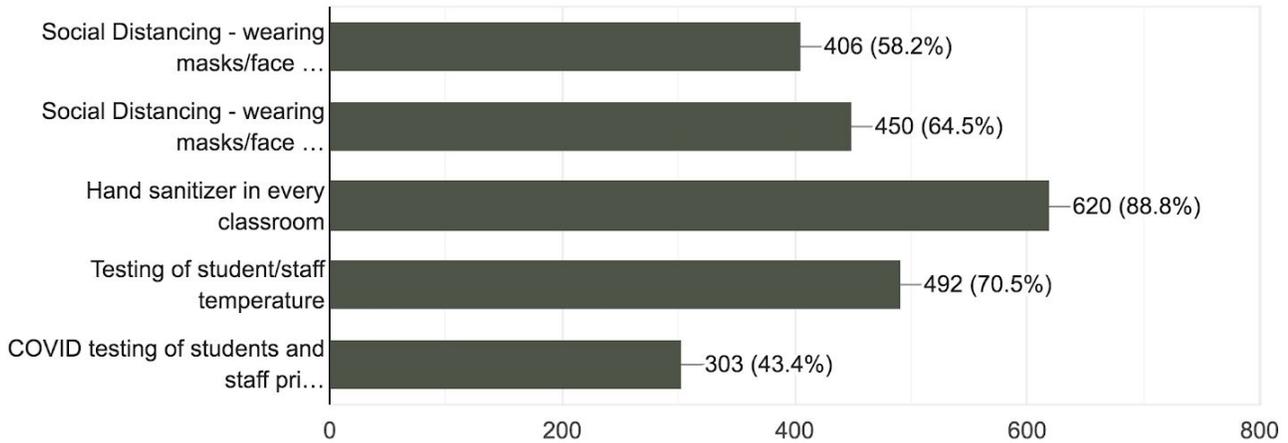
814 responses



Both staff and students prefer hand sanitizer (station) in every classroom as well as the ability to wash their hands. Testing for a temperature is also a preference for parents. In the corrected survey below sent out on July 22, 2020 there were 698 parents that responded. Parents still prefer hand sanitizer in every classroom, Social Distancing - wearing masks/face coverings when less than 6 feet apart, 64.5% and Social Distancing - wearing masks/face coverings in the classroom, hallways and buses, 58.2%. 70.5% also felt temperature checks for students and staff were an important precaution.

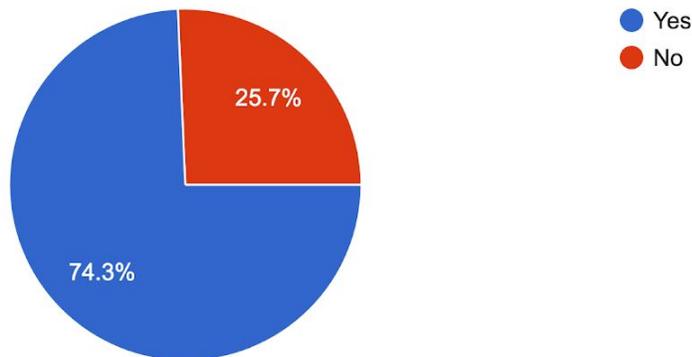
What precautions would make you feel most comfortable with your child participating in in-school instruction? Check all that apply.

698 responses

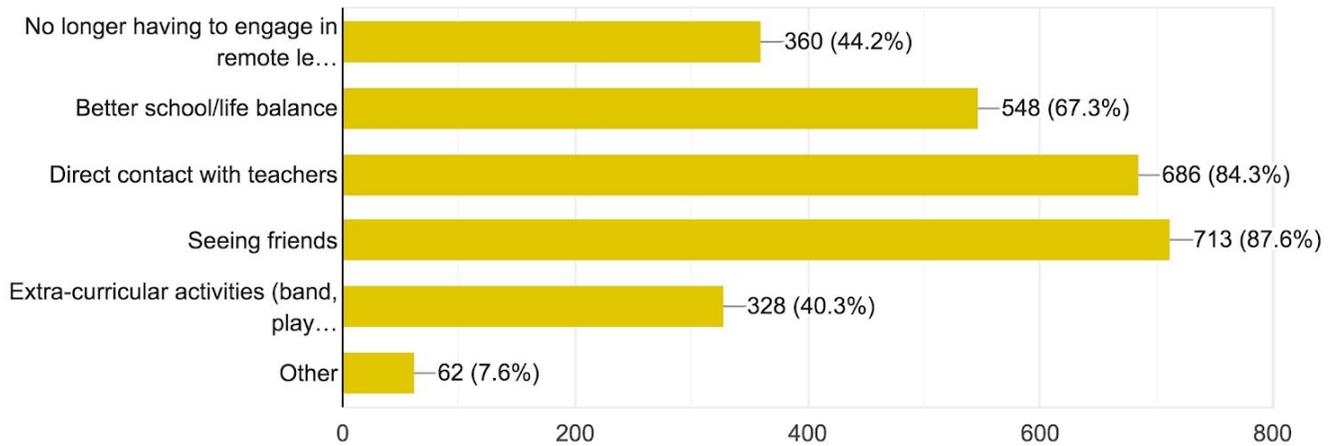


Face masks are required when social distancing can not be maintained, for all children over two years of age. Do you feel your child can wear a mask during the school day?

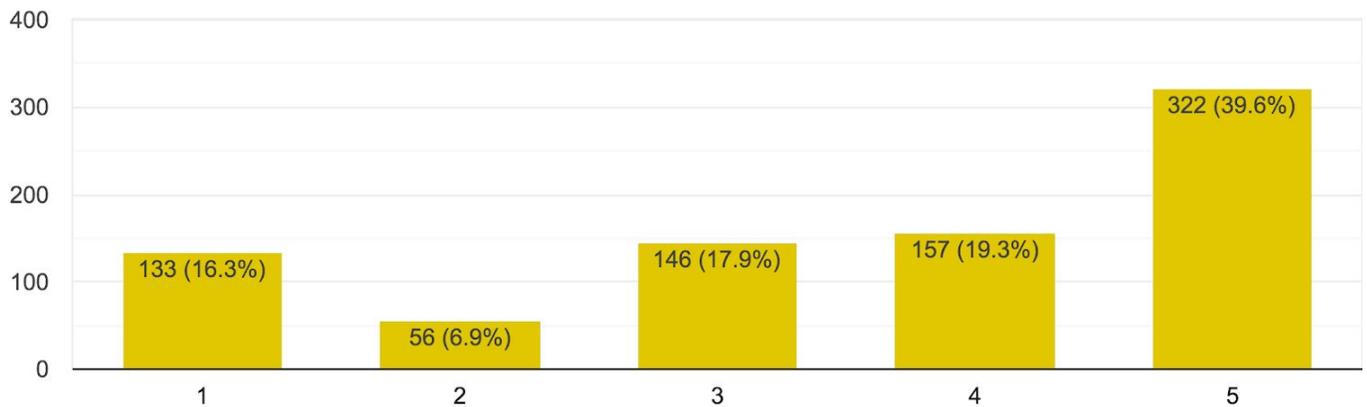
814 responses



What are you and your child looking forward to about returning to school? Check all that apply.
814 responses

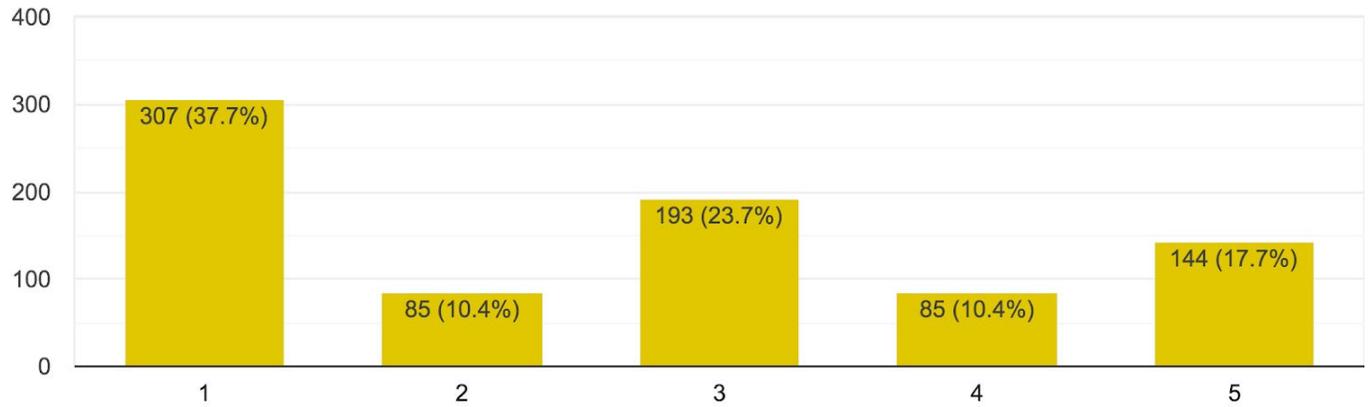


How important is a mandatory temperature screening for students and staff to your decision to send your child(ren) back to school in the fall?
814 responses



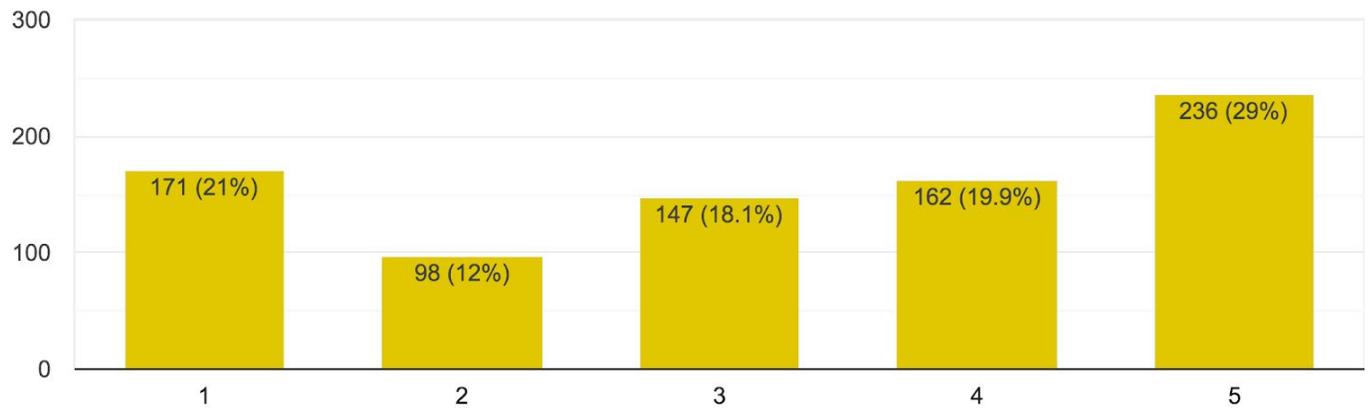
How important is following an early dismissal schedule (without in-school lunch) to your decision to send your child(ren) back to school in the fall?

814 responses



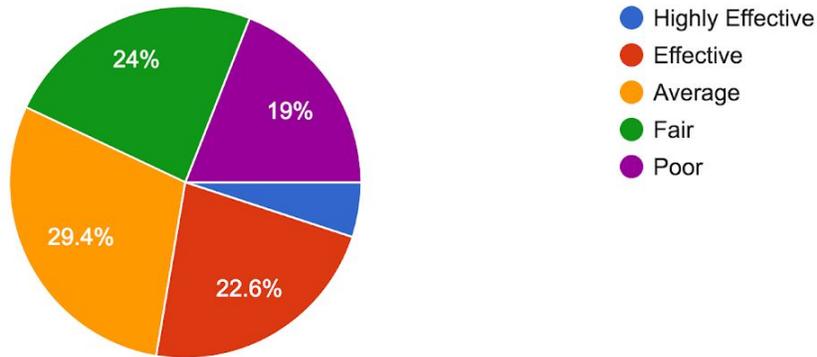
How comfortable do you feel sending your child(ren) back to school for live instruction in September?

814 responses



Please provide your observations on the quality of the education provided during remote instruction last spring.

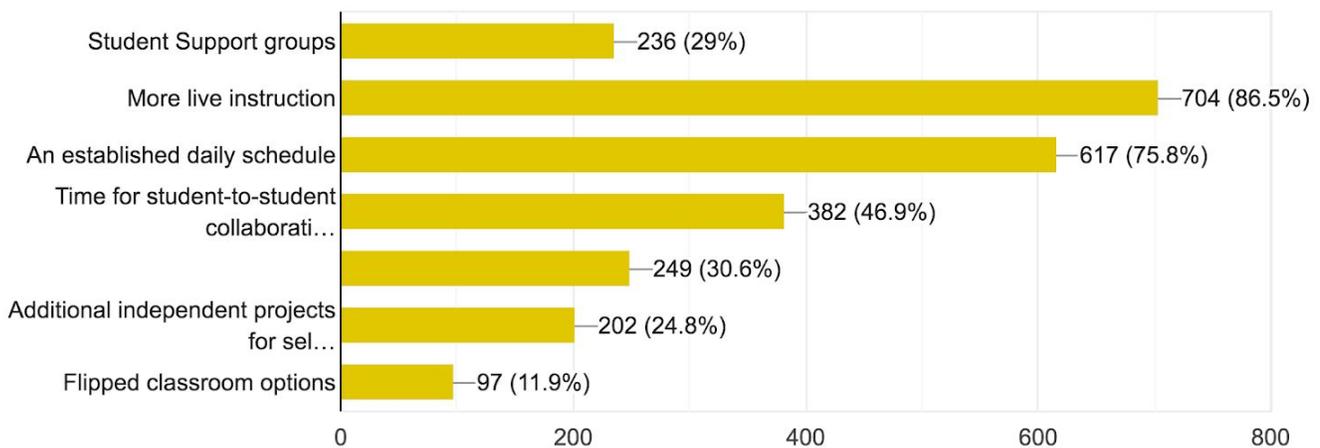
814 responses



During the spring there was limited time available to prepare for remote instruction and learning. This summer we have offered training in Hybrid learning and at the start of this school year we are preparing professional development that will focus on hybrid learning and enhancing remote learning instruction.

What would enhance the quality of instruction online? Check all that apply.

814 responses

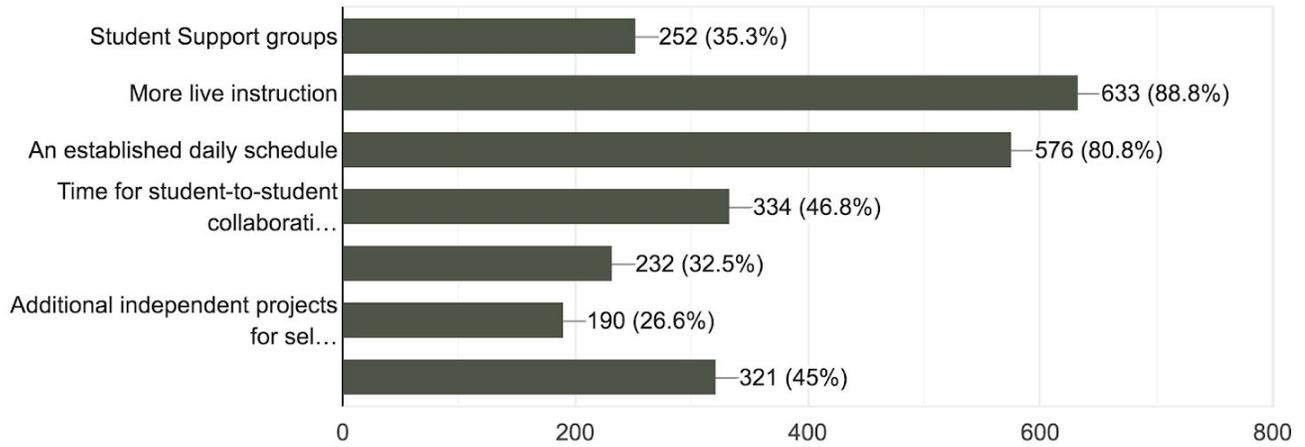


Below is the corrected response from the survey sent out on July 22, 2020 to allow parents more than one choice. In the first survey parents feel more live instruction and established daily routine would enhance the

quality of instruction provided remotely. In the corrected survey parents felt more live instruction and established daily schedules as well as flipped classrooms would enhance the quality of the instruction.

What would enhance the quality of instruction online? Check all that apply.

713 responses



APPENDIX: BUILDING INFORMATION CTMS

Clinton Township Middle School

School Based Response Team

Ms. Judith Hammond, Principal

Mrs. Elizabeth Saccente

Ms. Diane Cormican

Mrs. Kerry Mueller

Mrs. Joann Gitto

Mrs. Fran Lin

Mrs. Courtney Chipman

Mr. Jeff Shanklin

Mr. Clifford McCatharn

Mr. Luke Mason, Assistant Principal

Mr. Chuck Roberto

Mrs. MaryAnna Domenic

Mrs. Rose Mastroianni

Mrs. Bonnie Birken

Mr. Kevin Rudolph

Mr. Don Helmstetter

Mr. Rich Tariff

Ms. Kathy Collins

Communication

Consistent communication between the CTMS stakeholders will occur via emails, phone calls, website updates, video messages, Zoom meetings, newsletters, School Messenger broadcasts, and meetings. Teachers send weekly updates about the status of the classrooms. A weekly CTMS Family News provides information about upcoming events and both in-school and extracurricular opportunities and highlights student activities and achievements.

Should families need assistance at any time, please contact our school's main office number.

CTMS: Main Office Number 908 238 9141

Area	Staff Member	Contact Information
CTMS Main Office	Mrs. Elizabeth Saccente	esaccente@ctsdnj.org
Principal	Ms. Judith Hammond	jhammond@ctsdnj.org
Assistant Principal	Mr. Luke Mason	lmason@ctsdnj.org

Nurse	Mrs. MaryAnna Domenic	mdomenic@ctsdnj.org
Counselor	Mrs. Kerry Mueller 8th grade (A-L) and all of 7th grade Mr. Greg James 8th grade (M-Z) and all of the incoming 6th grade	kmueller@ctsdnj.org gjames@ctsdnj.org
CST	Mrs. Kathy Collins School Psychologist Mrs. Amy Shearer LDTC Mrs. Diane Flannigan School Social Worker Dr. Tracy Menzies School Psychologist Mrs. Michaela Glover Speech/Language Services	kcollins@ctsdnj.org ashearer@ctsdnj.org dflannigan@ctsdnj.org tmenzie@ctsdnj.org mglover@ctsdnj.org
Behavioral Support	Elise Pozensky-Cohen Sarah Barber	epozensky@ctsdnj.org sbarber@ctsdnj.org
Technology Parent Help	Technology Department	parenthelp@ctsdnj.org
Transportation	Carmella Shaw	cshaw@ctsdnj.org
Registration/Withdraw/ HomeSchool	Carmella Shaw	cshaw@ctsdnj.org
Curriculum	Joanne Hinkle	jhinkle@ctsdnj.org
Special Services Offices	Michelle Nor	mnor@ctsdnj.org

School Demographics

District Summary of Enrollment

Number of Students Enrolled in CTMS for **2020-2021** School Year 451

Number of Students Enrolled in CTMS for **2019-2020** School Year 461

CTMS Weekly Overview Hybrid On-site In-person and Remote Instruction

Virtual Monday for all	Tuesday A Group at CTMS B Group Remote	Wednesday B Group at CTMS A Group Remote	Thursday A Group at CTMS B Group Remote	Friday B Group at CTMS A Group Remote
Advisory - 20 minutes Teacher Planning & Recording of lessons Small-Group Instruction Teacher Office Hours Projects U. Arts Lessons NJTSS	AM Instruction Live & Recorded. 5 periods of instruction Movement Breaks - walks, exercise PM Instruction Virtual U. Arts lesson Virtual Teacher Office Hours	AM Instruction Live & Recorded. 5 periods of instruction Movement Breaks - walks, exercise PM Instruction Virtual U. Arts lesson Virtual Teacher Office Hours	AM Instruction Live & Recorded. 5 periods of instruction Movement Breaks - walks, exercise PM Instruction Virtual U. Arts lesson Virtual Teacher Office Hours	AM Instruction Live & Recorded. 5 periods of instruction Movement Breaks - walks, exercise PM Instruction Virtual U. Arts lesson Virtual Teacher Office Hours

CTMS Daily Schedule

7:40-7:55 Arrival

7:55-8:20 Health Screening & Homeroom

8:20-11:50 Academics: Five 40 minute sessions

11:50-12:05 Ending Period & Dismissal

12:05-1:30 Travel home and lunch

1:30-2:20 Time at home to complete assignments, receive support. U. Arts- Instrumental Music and World Language lessons

A Day in the Life of CTMS Students **at School** in the Hybrid Model Master Schedule 7:55-12:05

IN BUILDING INSTRUCTION			ALL GRADES
Homeroom	7:55-8:10	15	SUBJECTS: ELA MATH SCIENCE SOCIAL STUDIES
Period 1	8:10- 8:50	40	
Movement Break	8:50-8:55	5	
Period 2	8:55- 9:35	40	
Movement Break	9:35-9:40	5	One Unified Art focus for 25 days Art Tech Apps General Music Physical Education/ Health 21st Century Skills
Period 3	9:40-10:20	40	
Movement Break	10:20 -10:25	5	
Period 4	10:25-11:05	40	
Movement Break	11:05 - 11:10	5	
Period 5	11:10-11:50	40	
Ending Period and Dismissal	11:50-12:05	15	
12:05-1:30	Travel and lunch	85	
PM SESSION	1:30-2:20	Virtual	Teacher Office Hours U. Arts lesson

(subject to modification with input from staff committee)

Arrival and Entrance into School/Screening

- The district will utilize a digital platform to support pre-screening of students and staff. This platform provides two levels of verification for your child's ability to be transported to school by our transportation provider. The transportation provider will communicate directly with each family to outline the verification process required. The digital platform, Qualtrics, allows two methods of verification for transportation, and ultimately, school attendance; paper verification or the verification response from the Qualtrics app, so that families may select the option that works best for them. Should your child have a caregiver in the morning, that individual may have a screenshot of the Qualtrics verification and display this to the bus driver. It is anticipated that training will be provided in mid August, to facilitate the process.
- If a parent or guardian has decided to transport their child(ren) to school, please review this information. Verification for drop off will be the same - verification must be presented to a district staff member before your child(ren) are allowed to disembark the vehicle to enter the school building. No children

may be dropped off at the buildings without directly interacting with a staff member for verification. Should children arrive at the school buildings without verification using the Qualtrics app, they will be taken to a respectful isolation area until parents can provide verification.

- Students will use designated entrances
 - Grade 6: Gym entrance travel down the 6th-grade hallway
 - Grade 7: Far hallway entrance walk across the blacktop to the 7th-grade hallway
 - Grade 8: Main entrance travel down the 8th-grade hallway.
- Students will wear face coverings while on the bus, exiting a car, and moving to their classroom
- Buses:
 - Students will exit the bus when directed by a staff member
 - Students will exit the bus in order from closest to the door.
- Screening: All staff and students will be screened
 - Staff and students will wait in designated areas to be screened and temperatures taken before being admitted into the larger school.
 - Students who are fever free will then proceed to the classroom.
 - Students who have indicators will be placed in a separate room and a parent will be called to take them home.
- Car Drop Offs:
 - Parents may not drop a child off and leave prior to the child being cleared to enter the school
 - Students will remain in the car until screened by a staff member and cleared to enter school
 - Students who are fever free will then proceed to the classroom.
 - Students who indicate a fever or symptoms will be sent home

Dismissal

- All students and staff will wear face coverings during the dismissal process.
- Walkers will be dismissed first.
- Buses will be called individually
 - Students will stay in their room until their bus number is called
 - Students will exit the building following the same routes to their bus
 - A staff member will be assigned to each bus and will load the bus from the back via assigned seats.
- Pick Ups
 - Car will line up on the hill between CTMS and SRS facing towards Grayrock Road
 - Students will assemble in the cafeteria or outside if the weather permits
 - Staff members will use a walkie-talkie to communicate to staff supervising students to indicate which cars are in line.
 - Staff will direct students to their respective car.
 - Staff will monitor and regulate traffic patterns for student safety.
 - Cars will exit via Grayrock Road

Social Distancing Protocols

<p>Classrooms The split schedule allows classrooms to maintain social distance for the 12-14 students per room. Student desks will be placed six feet apart from each other and in rows facing the direction of instruction. Face coverings will be worn at all times. Face coverings may be removed when designated by a teacher as a mask break and when students are sitting at their desks or outside. Procedures for movement within the classroom and school will be shared and taught to students. Doors will be propped open and windows will be open when weather permits. Students will not share writing tools, etc...</p>	<p>Hallways and Stairwells Signs will be located on floors and walls throughout the school reminding students to maintain distance. Monitors will be stationed in halls by bathrooms. Anyone traveling in the building will wear a face covering. Hand sanitizer is available throughout the school in hallways.</p>	<p>Bathrooms Hall monitors will be stationed outside each bathroom throughout the day. A limited number of students will be allowed in the bathroom simultaneously. Staff will monitor students entering to ensure social distancing. Students will sanitize hands prior to entering and after leaving the bathroom. <u>Bathroom Designations</u> Grade 6: Gym bathroom in 6th-grade hallway Grade 7: Bathroom on the corner of 6th and 7th-grade hallway Grade 8: Bathroom on the corner of 8th and 7th-grade hallway.</p>
<p>Lockers Lockers will not be used. Students will carry all belonging in a bookbag which will be with them in the classroom. Individual bookbags and coats will be placed into a large plastic bag</p>	<p>Switching Classes Students will remain in their classroom for learning throughout the day with teachers “switching” as needed.</p>	<p>Outdoors Outdoor breaks will be built into the schedule as much as possible. Areas will be available for outdoor academics.</p>

Student Materials

Students should bring the following items to school each day:

- face covering worn into school, a spare face covering, and shield if desired
- small bottle of hand sanitizer
- small package of tissues
- charged Chromebook (school issued)
- appropriate layers of clothing for outdoors
- individual supplies. Students will not share equipment or supplies
- water bottle - water bottle filling stations identified for each grade level.
- snack

Guidance

Guidance offices will be relocated to larger areas to ensure compliance with social distancing guidelines. Counselors will develop protocols for individual and group counseling ensuring social distancing considering social distancing.

Mrs. Mueller: 8th grade (A-L) and all of 7th grade

Mr. James: 8th grade (M-Z) and all of the incoming 6th grade.

Health Office

The health office “suite” will include areas for those showing possible symptoms of Covid 19 to isolate from others.

Cleaning and Sanitizing

- Schools will follow safety and disinfection guidelines developed by the CDC and the Hunterdon County Department of Public Health
- At school, frequently touched surfaces will be cleaned and disinfected multiple times throughout the day.
 - These areas include doorknobs, switches, desks, phones, toilets, faucets, etc.

A Day in the Life of a CTMS Student **Learning from Home** as part of the Hybrid Model

When students are home, on Monday, and A or B days, students will utilize the same schedule as the cohort at school. Lessons will be streamed to students' Chromebooks. Students learning remotely will have the opportunity to record questions and complete assignments, which will be checked and addressed the next time students are at school. Mondays will include an online meeting in which all members of the class can talk. It is very important that you contact the school if you do not have Internet connectivity, as this will be required for learning each day.

CTMS Weekly Overview Virtual Academy

The students in the virtual academy are in a separate cohort from the students in on-site instruction.

Virtual Monday	Tuesday - Friday
Advisory On line Meeting Small-Group Instruction Office hours Projects U. Arts Lessons NJTSS	Students will follow a set schedule Instruction will be both live & recorded. Relaxation and movement Breaks will be built into the schedule Students' second Unified Arts class will be delivered remotely following dismissal from school.

A Day in the Life of a CTMS Student **at Home for our Virtual Academy**

The Virtual Academy is separate from the hybrid model.

Students will follow a designated schedule.

Synchronous and recorded lessons will be accessed via students' Chromebooks.

Mondays will include an online advisory meeting in which all members of the class will participate.

It is very important that you contact the school if you do not have Internet connectivity, as this will be required for learning each day.

APPENDIX: BUILDING INFORMATION RVS

Round Valley Elementary School

School Reopening Response Team Members

Mrs. Mary Postma, Principal

Mrs. Katie Shea

Mrs. Rita Russomano

Mrs. Michele Major

Ms. Danielle Nugent

Mrs. Jennifer Desjadon

Mrs. Penny McFadden

Dr. Tracy Menzie

Ms. Ann Teitelbaum

Mrs. Christina Giordano

Mrs. Aly Pfenning

Mrs. Marlene Anderson

Mrs. Lisa Miller

Mrs. Cindy Christopher

Mrs. Annette Guenther

Ms. Kelly Hill

Mrs. Melissa Shannon

Communication

Communication will take the form of emails, phone calls, video messages, Zoom meetings, newsletters, School Messenger broadcasts and meetings.

Main Office Number 908 236 6341

Area	Staff Member	Contact Information
RVS Main Office	Annette Guenther	aguenther@ctsdnj.org
Principal	Mary Postma	mpostma@ctsdnj.org
Nurse	Ann Teitelbaum	ateitelbaum@ctsdnj.org
Counselor	Christina Giordano Alex Ruttenberg Carole Frey	cgiordano@ctsdnj.org aruttenberg@ctsdnj.org cfrey@ctsdnj.org
CST	Amy Shearer-LDTC Dianne Flanigan-School Social Worker Tracy Menzie-School Psychologist Penny Perez-McFadden-Speech/Language	ashearer@ctsdnj.org dflanigan@ctsdnj.org tmenzie@ctsdnj.org pmcfadden@ctsdnj.org

	Specialist	
Behavioral Support	Elise Pozensky-Cohen Sarah Barber	epozensky@ctsdnj.org sbarber@ctsdnj.org
Technology Parent Help	Technology Department	parenthelp@ctsdnj.org
Transportation	Carmella Shaw	cshaw@ctsdnj.org
Registration/Withdraw/ HomeSchool	Carmella Shaw	cshaw@ctsdnj.org
Curriculum	Joanne Hinkle	jhinkle@ctsdnj.org
Special Services Office	Michelle Nor	mnor@ctsdnj.org

Demographics- RVS

District Summary of Enrollment

Number of Students Enrolled in RVS for **2020-2021** School Year - 366

Number of Students Enrolled in RVS for the **2019-2020** School Year- 399

A Day in the Life of Students at School in the Hybrid Model

8:30-8:50 Drop Off

8:30-9:00 Health Screening

9:00-1:00 Academics

1:00 Dismissal

2:15-3:30 Time at home to complete assignments, receive support

Virtual Monday for all	Tuesday A Group at RVS B Group Remote	Wednesday B Group at RVS A Group Remote	Thursday A Group at RVS B Group Remote	Friday B Group at RVS A Group Remote
Morning Meeting for All Students	Instruction - Live & Recorded.			
Teacher Planning & Recording of lessons	Breaks - walks, exercise Fundations (3) Math			
Small Group Instruction	Science Social Studies	Science Social Studies	Science Social Studies	Science Social Studies
Projects Lessons	UA - WL, Art, Health, PE, General Music			

(instruments) Choral Music NJTSS etc..	Tech integration in all content areas			
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Sample Daily Schedule (subject to modification with input from staff committee) - See Below

Grade 3	Grade 4	Grade 5
8:30-8:50 Arrivals and Screenings	8:30-8:50 Arrivals and Screenings	8:30-8:50 Arrivals and Screenings
8:50-9:20 Homeroom and Morning Meeting	8:50-9:20 Homeroom and Morning Meeting	8:50-9:20 Homeroom and Morning Meeting
9:20-9:50 Unified Arts	9:20-10:00 Math	9:20-10:00 Math
9:50-10:05 face covering, movement, or other break	10:00-10:15 face covering, movement, or other break	10:00-10:15 face covering, movement, or other break
10:05-10:45 Math	10:15-10:55 ELA	10:15-10:55 ELA
10:45-11:00 face covering, movement, or other break	10:55-11:10 face covering, movement, or other break	10:55-11:10 face covering, movement, or other break
11:00-11:30 Science or Social Studies	11:10-11:40 Science	11:10-11:40 Unified Arts
11:30-12:15 ELA	11:45-12:15 Social Studies	11:45-12:15 Social Studies
12:15-12:30 face covering, movement, or other break	12:15-12:30 face covering, movement, or other break	12:15-12:30 face covering, movement, or other break
12:30-1:00 ELA (Foundations)	12:30-1:00 Unified Arts	12:30-1:00 Science
1:00 Dismissal		
1:15-2:15 Arrival home and lunch		
2:15-3:30 Time for completion of assignments from direct instruction received earlier in the day		

Updated Schedule 8/22/2020 includes recess breaks

Round Valley School Hybrid Schedule 2020-2021

8:30-8:50 Arrival and Screenings for all

Grade 3		Grade 4	Homeroom A (McGregor, Murphy, Topping)	Homeroom B (Black, Jordan, Selbo)	Grade 5 Block 1 will be homeroom classes, block 2 will be coteacher classes	
8:50 - 9:20	Homeroom/Mo rning Meeting	8:50 - 9:20	Homeroom/Mo rning Meeting	Homeroom/Mo rning Meeting	8:50 - 9:20	Homeroom
9:20 - 9:50	UA	9:20 - 10:00	Math (40 min)	ELA (40 min)	9:20 - 10:00	BLOCK 1 (40 mins)
9:50 - 10:05	Recess 1 (snack)	10:00 - 10:15	Recess 1 (Snack)	Recess 1(Snack)	10:00 - 10:15	Recess 1
10:05 - 10:35	Foundations (ELA) (30 min)	10:15 - 10:45	Science (30 min)	SS (30 min)	10:15 - 10:45	BLOCK 1 (30 mins)
10:35 - 11:20	Math (45 min)	10:45 - 10:50	Teacher Transition Time	Teacher Transition Time	10:45 - 10:50	Teacher Transition Time
11:20 - 11:35	Recess 2	10:50 - 11:20	Unified Arts	Unified Arts	10:50 - 11:30	BLOCK 2 (40 mins)
11:35 - 12:15	ELA (40 min)	11:20 - 11:35	Recess 2	Recess 2	11:30 - 11:45	Recess 2
12:15 - 12:45	Science/Social Studies (30 min)	11:35 - 12:15	ELA (40 min)	Math (40 min)	11:45 - 12:15	Unified Arts
12:45- 1:00	Recess 3/Pack Up	12:15 - 12:45	SS (30 min)	Science (30 min)	12:15 - 12:45	BLOCK 2 (30 mins)
1:00	Dismissal	12:45 - 1:00	Recess 3/Pack Up	Recess 3/Pack Up	12:45 - 1:00	Recess 3/Pack Up
		1:00	Dismissal	Dismissal	1:00	Dismissal

Social Distancing Protocols

<p>Classrooms The split schedule allows classrooms to maintain social distance for the 10-12 students per room. Student desks will be placed six feet apart from each other. Children will wear face coverings at PMG during the school day except during teacher-designated times when 6-foot social distancing can be maintained, such as when seated at desks for academic direct instruction or read-aloud (as designated by the teacher), snack breaks, face-covering breaks or when outside. Face coverings must be worn for any movement in the classroom and school building. Procedures for movement within the classroom and school will be shared and taught to students. No classes will occur in rooms without windows. Doors will be propped open and windows will be open when weather permits. Students will not share writing tools, and individual supplies and manipulatives will be used.</p>	<p>Hallways and Stairwells Signs will be located on floors and walls throughout the school reminding students to maintain distance. Monitors will be in place in halls by bathrooms. Anyone traveling in the building will wear a face covering. Hand sanitizer is available throughout the school in hallways.</p>	<p>Bathrooms Hall Monitors will be positioned outside of each bathroom to help maintain social distancing. A limited number of students will enter the bathroom and clean hands upon exit. Bathrooms will be cleaned throughout the day.</p> <p>Grade 3: Bathroom by music rooms Grade 4: Bathroom by cafeteria Grade 5: Downstairs bathroom</p>
<p>Buses Students will load the bus in the order they are picked up or dropped off. face coverings will be worn on buses. Buses will be disinfected.</p>	<p>Switching Classes Students will remain in their classroom for learning throughout the day with teachers “switching” as needed.</p>	<p>Outdoors Outdoor breaks will be built into the schedule as much as possible. Areas will be available for outdoor academics.</p>

Student Materials

Students should bring the following items to school each day:

- face covering worn into school and a spare face covering, and shield if desired (shields do not take the place of face coverings)
- small bottle of hand sanitizer
- small package of tissues
- charged Chromebook (school issued)
- appropriate layers of clothing for going outside
- Snack- following classroom allergy guidelines
- Water bottle- water bottle filling stations identified for each grade level

Arrival and Entrance into School/Screening

- The district will utilize a digital platform to support pre-screening of students and staff. This platform provides two levels of verification for your child’s ability to be transported to school by our transportation provider. The transportation provider will communicate directly with each family to outline the verification process required. The digital platform, Qualtrics, allows two methods of verification for transportation, and ultimately, school attendance; paper verification or the verification response from the Qualtrics app, so that families may select the option that works best for them. Should your child have a caregiver in the morning, that individual may have a screenshot of the Qualtrics verification and display this to the bus driver. It is anticipated that training will be provided in mid August, to facilitate the process.
- If a parent or guardian has decided to transport their child(ren) to school, please review this information. Verification for drop off will be the same - verification must be presented to a district staff member before your child(ren) is/are allowed to disembark the vehicle to enter the school building. No children may be dropped off at the buildings without directly interacting with a staff member for verification. Should children arrive at the school buildings without verification using the Qualtrics app, they will be taken to a respectful isolation area until parents can provide verification.

Students will disembark from buses and carlines and walk to designated doors, while wearing face coverings.

- Grade 3 enters through doors to the left of main office
- Grade 4 enters through doors to the right of the BOE office
- Grade 5 enters through doors closest to the gym

Staff members will take students’ temperatures and students who are fever free will then proceed to the classroom.

Dismissal

All students and staff will wear face coverings during the dismissal process.

Work Family Connection:

- Students will be called to the cafeteria by grade level

Bus:

- The same doors used for arrival will be used for bus dismissal. Buses will be called incrementally to reduce student traffic.

Pick Up:

- Students will be called to pick-up hallway by grade level
- Students will stand on designated spaces

Health Office

The health office “suite” will include areas for those showing possible symptoms of Covid 19 to isolate from others.

Guidance

Guidance offices will be relocated to larger areas to ensure compliance with social distancing guidelines. Counselors will develop protocols for individual and group counseling ensuring social distancing considering social distancing.

Mrs. Giordano: Grade 5

Mr. Ruttenberg and Mrs. Frey: Grades 3 & 4

Cleaning and Sanitizing

- Schools will follow safety and disinfection guidelines developed by the CDC and the Hunterdon County Department of Public Health
- At school, frequently touched surfaces will be cleaned and disinfected multiple times throughout the day.
 - These areas include doorknobs, switches, desks, phones, toilets, faucets, etc.

A Day in the Life of a Student **Learning from Home** as part of the Hybrid Model

When students are home, on Monday, and A or B days, students will utilize the same schedule as the cohort at school. Lessons will be streamed to students' Chromebooks. It is very important that you contact the school if you do not have Internet connectivity, as this will be required for learning each day. Students learning remotely will have the opportunity to record questions and complete assignments, which will be checked and addressed the next time students are at school. Mondays will include an online meeting in which all members of the class can talk.

A Day in the Life of a Student **Learning only at Home** for our Virtual Academy

The Virtual Academy is separate from the hybrid model. All learning will take place at home.

Students will follow a designated schedule.

Synchronous and recorded lessons will be accessed via students' Chromebooks.

It is very important that you contact the school if you do not have Internet connectivity, as this will be required for learning each day.

APPENDIX: BUILDING INFORMATION PMG

Patrick McGaheran Elementary School

School Reopening Response Team Members

Mrs. Melissa Goad, Principal	Mrs. Sandy Fitzpatrick
Mrs. Julie Snee	Ms. Julie Tepper
Mrs. Heather Stanley	Mrs. Joy Boisclair
Mrs. Joan Slagus	Mrs. Laura Greenstein
Ms. Cathe Kane	Mrs. Carole Frey
Mrs. Julie Bruen	Ms. Theresa Bostock
Mrs. Jenna Graham	Mrs. Sherry Ann Bobal
Mrs. Stephanie Rosa	

Communication

Consistent communication between the PMG stakeholders will occur via emails, phone calls, website updates, video messages, Zoom meetings, newsletters, School Messenger broadcasts and meetings. Teachers share weekly updates about the status of the classrooms. A weekly PMG Family Newsletter provides information about upcoming events and school news. Should families need assistance at any time, please contact our school.

PMG Main Office Phone Number: 908-735-5151

Area	Staff Member	Contact Information
PMG Main Office	Sherry Ann Bobal	sabobal@ctsdnj.org
Principal	Melissa Goad	mgoad@ctsdnj.org
Nurse	Catherine Kane	ckane@ctsdnj.org
Counselor	Carole Frey	cfrey@ctsdnj.org
CST	Laura Greenstein-LDTC Kendra Squindo-School Social Worker Allison Lefebvre-School Psychologist Elizabeth Salazar-Speech/Language Specialist	lgreenstein@ctsdnj.org ksquindo@ctsdnj.org alefebvre@ctsdnj.org esalazar@ctsdnj.org jslagus@ctsdnj.org

	Joan Slagus, Occupational Therapist	
Behavioral Support	Elise Pozensky-Cohen Sarah Barber	epozensky@ctsdnj.org sbarber@ctsdnj.org
English Language Services	Lauren Welch	lwelch@ctsdnj.org
Technology Parent Help	Technology Department	parenthelp@ctsdnj.org
Transportation	Carmella Shaw	cshaw@ctsdnj.org
Registration/Withdraw/ HomeSchool	Carmella Shaw	cshaw@ctsdnj.org
Curriculum	Joanne Hinkle	jhinkle@ctsdnj.org
Special Services Office	Michelle Nor	mnor@ctsdnj.org

Demographics - Patrick McGaheran School

School Summary of Enrollment

Number of Students Enrolled for **2019-2020** School Year

PMG: 325

Number of Students Enrolled for **2020-2021** School Year

PMG: 336

A Day in the Life of Students While at PMG

Master Schedule for Students - Abbreviated Day

8:35-8:55 Arrival

8:35-9:05 Health Screening

9:05-1:05 Academics

1:05 Dismissal

Lunch at home

2:20-3:35 Time at home to complete assignments, participate in small group support with teachers

Master Schedule Weekly Overview - AB Rotation

Monday Virtual for all	Tuesday A Group at PMG B Group Remote	Wednesday B Group at PMG A Group Remote	Thursday A Group at PMG B Group Remote	Friday B Group at PMG A Group Remote
<p>Morning Meeting for All Students via Zoom</p> <p>Teacher Planning & Recording of lessons</p> <p>Team Meetings & Faculty Meetings</p> <p>Small Group Instruction/Office Hours as needed</p> <p>Projects/ Choice Board</p> <p>Special Area Classes (per schedule)</p> <p>Chorus (Gr 2)</p> <p>NJTSS</p>	<p>Instruction - Live & Recorded.</p> <p>Breaks - walks, exercise (Recess)</p> <p>Fundations</p> <p>Reading/Writing</p> <p>Math</p> <p>Snack Break</p> <p>Science/ Social Studies</p> <p>Special Areas - WL, Art, Health, PE, Music</p> <p>Technology integration in all content areas</p>	<p>Instruction - Live & Recorded.</p> <p>Breaks - walks, exercise (Recess)</p> <p>Fundations</p> <p>Reading/Writing</p> <p>Math</p> <p>Snack Break</p> <p>Science/ Social Studies</p> <p>Special Areas - WL, Art, Health, PE, Music</p> <p>Technology integration in all content areas</p>	<p>Instruction - Live & Recorded.</p> <p>Breaks - walks, exercise (Recess)</p> <p>Fundations</p> <p>Reading/Writing</p> <p>Math</p> <p>Snack Break</p> <p>Science/ Social Studies</p> <p>Special Areas - WL, Art, Health, PE, Music</p> <p>Technology integration in all content areas</p>	<p>Instruction - Live & Recorded.</p> <p>Breaks - walks, exercise (Recess)</p> <p>Fundations</p> <p>Reading/Writing</p> <p>Math</p> <p>Snack Break</p> <p>Science/ Social Studies</p> <p>Special Areas - WL, Art, Health, PE, Music</p> <p>Technology integration in all content areas</p>

Sample Daily PMG Schedule (subject to modification with input from staff committee)

Grades K-2
8:35-9:00 Arrivals and Screenings
9:00-9:25 Homeroom and Morning Meeting
9:25-9:55 Special Areas/Unified Arts
9:55-10:10 Face-covering Break, Recess , Restroom, other break
10:10-10:40 Math
10:40-11:00 Face-covering Break, Recess , Restroom, other break
11:00-11:50 ELA
11:50-12:15 ELA (Foundations)
12:15-12:50 Science or Social Studies
12:50-1:05 Face-covering Break, Movement , other break, Pack Up
1:05 Dismissal
1:20-2:20 Arrival home and lunch
2:20-3:35 Time for completion of assignments from direct instruction received earlier in the day, participate in small group support with teachers

Social Distancing Protocols

<p>Classrooms</p> <p>The split schedule allows classrooms to maintain social distance for the 10-12 students per room. Student desks will be placed six feet apart from each other. Children will wear face coverings at PMG during the school day except during teacher-designated times when 6-foot social distancing can be maintained, such as when seated at desks for academic direct instruction or read-aloud (as designated by the teacher), snack breaks, face-covering breaks or when outside. Face coverings must be worn for any movement in the classroom and school building. Procedures for movement within the classroom and school will be shared and taught to students. No classes will occur in rooms without windows. Doors will be propped open and windows will be open when weather permits. Students will not share writing tools, and individual supplies and manipulatives will be used.</p>	<p>Hallways and Stairwells</p> <p>Signs will be located on floors and walls throughout the school reminding students to maintain distance. Monitors will be in place in halls by bathrooms. Anyone traveling in the building will wear a face covering. Hand sanitizer is available throughout the school in hallways.</p>	<p>Bathrooms</p> <p>Hall Monitors will be stationed outside of each bathroom to help maintain social distancing. A limited number of students will enter the bathroom and clean hands upon exit. Bathrooms will be cleaned and sanitized throughout the day.</p> <p>Grade K: Restrooms in classrooms and multi-fixture restroom at end of K hallway in front and back hallways as needed</p> <p>Grade 1: Restrooms by cafeteria</p> <p>Grade 2: Restrooms in second grade hallway</p>
<p>Buses</p> <p>Students will load the bus in the order they are picked up or dropped off. Families will sit together. Face coverings must be worn on buses. Buses will be disinfected.</p>	<p>Switching Classes</p> <p>Students will remain in their classroom for learning throughout the day with teachers “switching” as needed.</p>	<p>Outdoors</p> <p>Outdoor breaks will be built into the schedule as much as possible. Areas will be available for outdoor academics.</p>

Student Materials

Students should bring the following items to school each day:

- Face covering worn into school and a spare face covering, and shield if desired (shields do not take the place of face coverings)
- Hand sanitizer (small bottle)
- Tissues (small package)
- Chromebook-charged (school issued)
- Corded headphones/earbuds

- OPTIONAL corded mouse for Chromebook
- Appropriate layers of clothing for going outside
- Snack - following classroom allergy guidelines
- Water bottle - water bottle filling stations identified for each grade level

Arrival and Entrance into School/Screening

- The district will utilize a digital platform to support pre-screening of students and staff. This platform provides two levels of verification for your child's ability to be transported to school by our transportation provider. The transportation provider will communicate directly with each family to outline the verification process required. The digital platform, Qualtrics, allows two methods of verification for transportation, and ultimately, school attendance; paper verification or the verification response from the Qualtrics app, so that families may select the option that works best for them. Should your child have a caregiver in the morning, that individual may have a screenshot of the Qualtrics verification and display this to the bus driver. It is anticipated that training will be provided in mid August, to facilitate the process.
- If a parent or guardian has decided to transport their child(ren) to school, please review this information. Verification for drop off will be the same - verification must be presented to a district staff member before your child(ren) are allowed to disembark the vehicle to enter the school building. No children may be dropped off at the buildings without directly interacting with a staff member for verification. Should children arrive at the school buildings without verification using the Qualtrics app, they will be taken to a respectful isolation area until parents can provide verification.

Students will disembark from buses and car drop-offs and walk to designated doors, while wearing face coverings.

Each grade level enters via specific door. Assigned staff and hall monitors will support and direct students to proper entryways.

- Kindergarten: Gym doors
- First Grade: Doors by tech lab (back hallway)
- Second Grade: Front lobby doors

Once inside, a staff member will take students' temperatures and students who are fever free will then proceed to the classroom.

Dismissal

All students and staff will wear face coverings during the dismissal process.

Work Family:

- Students will be called to the WFC location by grade level

Bus:

- The same doors used for arrival will be used for bus dismissal. Buses will be called incrementally to reduce student traffic.

Car/Pick Up:

- Students will be called to pick up by grade level
- Students will stand in designated spaces

Health Office

The health office will include areas for those showing possible symptoms of Covid 19 to isolate from others.

Cleaning and Sanitizing

- Schools will follow safety and disinfection guidelines developed by the CDC and the Hunterdon County Department of Public Health
- At school, frequently touched surfaces will be cleaned and disinfected multiple times throughout the day.
 - These areas include doorknobs, switches, desks, phones, toilets, faucets, etc.

A Day in the Life of a Student **Learning from Home** as part of the Hybrid Model

When students are home, on Monday, and A or B days, students will utilize the same schedule as the cohort at school. Lessons will be streamed to students' Chromebooks. It is very important that you contact the school if you do not have Internet connectivity, as this will be required for learning each day. Students learning remotely will have the opportunity to record questions and complete assignments, which will be checked and addressed the next time students are at school. Mondays will include an online meeting in which all members of the class can talk.

A Day in the Life of a Student **Learning only at Home** for our Virtual Academy

The Virtual Academy is separate from the hybrid model. All learning will take place at home. Students will follow a designated schedule. Synchronous and recorded lessons will be accessed via students' Chromebooks. It is very important that you contact the school if you do not have Internet connectivity, as this will be required for learning each day.

Virtual Monday	Tuesday - Friday
Morning Meeting for All Students via Zoom Teacher Planning & Recording of lessons Small Group Instruction/Office Hours as needed Projects/ Choice Board Special Area Classes (per schedule) Choral Music (Gr 2) NJTSS	Students will follow a set schedule Instruction will be both live & recorded. Movement breaks will be built into the schedule Unified Arts class will be delivered remotely.

APPENDIX: BUILDING INFORMATION SRS

Spruce Run School **School Based Response Team**

Ms. Alexa Ingram, Director of Special Services

Ms. Michelle Nor

Ms. Heather Burd

Ms. Sarah Barber

Ms. Elise Pozensky Cohen

Dr. Allison Lefebvre

Ms. Caitlin Dombrowski

Ms. Lori Jentsch

Ms. Kaitlyn Vona

Ms. Maggie Bradfod

Ms. Leonora Possumato

Ms. Julia Monge

Ms. Jaclyn Rivas

Ms. Kim Zundel

Ms. Joan Slagus

Ms. Jennifer Patuto

The Preschool Component and Specialized Programming ***Engaged in curiosity and exploration in safe and responsible way***

The Early Childhood program at Spruce Run School will work to:

- Keep children six feet apart during any rest or quiet time, when eating, and doing other activities.
- Avoid close group learning activities like reading circles.
- Designate times on the schedule to take students to wash hands with soap and water, including, at a minimum:
 - at the start of the day when children enter the classroom | before snacks and lunch (where applicable)
 - after using the toilet or helping a child use a toilet
 - after sneezing, wiping, and blowing noses
 - after snacks and lunch, particularly if hands are sticky, greasy or soiled
 - when students come in from outdoor play or recess
- In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by children over 24 months of age, under the supervision of the teacher.

- The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

Our district provides services to medically fragile students and students with complex disabilities. We will:

- Ensure mechanisms to secure PPE prior to opening and maintain ongoing supplies, in order to remain open.
- Provide additional measures for cleaning to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.
- Provide heightened monitoring of students and staff throughout the day and through ongoing communication with families of students with disabilities.
- Engage safety in frequent handwashing which may require hand-over-hand assistance.

Communication

Consistent communication between the SRS stakeholders will occur via email, phone calls and newsletters. Teachers share weekly updates about the status of the classrooms. A weekly SRS Family Newsletter provides information about upcoming events and school news. Should families need assistance at any time, please contact our school.

SRS Main Office Phone Number: 908-735-7916

Area	Staff Member	Contact Information
SRS Main Office/Special Services Office	Michelle Nor Health Burd	mnor@ctsdnj.org hburd@ctsdnj.org
Building Administrator	Alexa Ingram	aingram@ctsdnj.org
Nurses	Lori Jentsch Caitlin Dombrowski	ljentsch@ctsdnj.org cdombrowski@ctsdnj.org
Counselor	Carole Frey	cfrey@ctsdnj.org
CST	Laura Greenstein-LDTC Allison Lefebvre-School Psychologist Kaitlyn Vona-Speech/Language Specialist Joan Slagus-Occupational Therapist	lgreenstein@ctsdnj.org alefebvre@ctsdnj.org cvona@ctsdnj.org
Behavioral Support	Elise Pozensky-Cohen Sarah Barber	epozensky@ctsdnj.org sbarber@ctsdnj.org
Technology Parent Help	Technology Department	parenthelp@ctsdnj.org

Transportation	Carmella Shaw	cshaw@ctsdnj.org
Registration/Withdraw/ HomeSchool	Carmella Shaw	cshaw@ctsdnj.org
Curriculum	Joanne Hinkle	jhinkle@ctsdnj.org

Demographics

District Summary of Enrollment

Number of Students Enrolled for **2019-2020** School Year

SRS: 41

Number of Students Enrolled for **2020-2021** School Year

SRS - 25

A Day in the Life of Students While at SRS Master Schedule for Students

8:45 Drop Off for Full Day and AM Half Day Students

8:45-8:55 Health Screening

8:55-11:15

11:15 Dismissal for Half Day Students

12:15 Drop Off for PM Half Day Students

12:15-12:25 Health Screening

12:25-2:30

2:30 Dismissal for All Students

Master Schedule Overview

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Meeting				
Small Group Instruction - All Content Areas				
Outdoor Activities				
Projects/Choice Board Activities				
Breaks - walks/movement				
Snack break				
Exploration Activities				
Dismissal for AM Half Day				
Lunch for Full Day				
Arrival of PM Half Day				
Small Group Instruction - All Content Areas				
Exploration Activities				
Special Area Classes (grade level determines participation)				

Social Distancing Protocols

<p>Classrooms Student tables will be placed six feet apart from each other. Face coverings must be worn during the school day, but may be removed when seated at tables or desks. Face coverings must be worn for any movement in the classroom and school building. Procedures for movement within the classroom and school will be shared and taught to students. No classes will occur in rooms without windows. Doors will be propped open and windows will be open when weather permits. Students will not share writing tools, and individual supplies and manipulatives will be used.</p> <p>Specialized Classes: Students will be placed in individual work areas when working on individual programs. Circle time can occur while each student is at their individualized work area- teacher will be socially distant so every student can see. Toys cannot be shared, board games will not be utilized. Disinfect table after each child uses it. No centers are used at this time. Hand washing program will be reinforced.</p>	<p>Hallways and Stairwells Signs will be located on floors and walls throughout the school reminding students to maintain distance. Anyone traveling in the building will wear a mask. Hand sanitizer is available throughout the school in hallways.</p> <p>Students will use the hallway only with the presence of a teacher/aid.</p> <p>Hallway use will be limited only for special services.</p>	<p>Bathrooms PreK: Restrooms in classrooms and multi-fixture restroom by the gym as needed.</p> <p>Specialized Classes: Restrooms in classrooms where applicable and multi-fixture restroom by gym as needed.</p> <p>A limited number of students will enter the bathroom and clean hands upon exit. Bathrooms will be cleaned and sanitized throughout the day.</p> <p>Adult restrooms will be designated in main office and faculty room.</p> <p>Toileting programs will be paused during this time until an agreed upon process is outlined with the DOH. Changing and diapering will be done as needed and for emergencies.</p>
<p>Buses Car seats are wiped down before and after students leave by transportation staff.</p> <p>Students must hand sanitize their hands before they enter.</p> <p>Students will load the bus in the order they are picked up or dropped off. Families will sit</p>	<p>Switching Classes N/A</p>	<p>Outdoors Fenced in areas will be designated as outdoor classroom spaces where social distancing is encouraged and mask free time can be achieved. Space may be used for small group instruction, play, eating, and movement.</p> <p>Playground equipment may be used on a rotating schedule with sanitizing done in between scheduled use.</p>

<p>together. Masks must be worn on buses. Buses will be disinfected.</p>		<p>Black top area will be used for exercise, movement, and special area classes.</p>
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Student Materials

Students should bring the following items to school each day:

- Cloth face covering worn into school and a spare cloth face covering and shield if desired
- small bottle of hand sanitizer
- small package of tissues
- appropriate layers of clothing for going outside
- Snack
- Water bottle
- Change of clothes
- Jacket/coat and appropriate weather related gear - to be stored in a plastic bag and then put in a built in individual section of the classroom.

Materials used in the classroom and by related service providers will:

- Be individualized and stored in separate containers for each individual student
- Large equipment, i.e., therapy balls or tricycles, will be used and sanitized between use on all touch surfaces.
- Sharing of materials is reduced and limited, play activities will be designed to allow for parallel play, associate play, and cooperative play while maintaining social distancing.

Arrival and Entrance into School/Screening

- The district will utilize a digital platform to support pre-screening of students and staff. This platform provides two levels of verification for your child's ability to be transported to school by our transportation provider. The transportation provider will communicate directly with each family to outline the verification process required. The digital platform, Qualtrics, allows two methods of verification for transportation, and ultimately, school attendance; paper verification or the verification response from the Qualtrics app, so that families may select the option that works best for them. Should your child have a caregiver in the morning, that individual may have a screenshot of the Qualtrics verification and display this to the bus driver. It is anticipated that training will be provided in mid August, to facilitate the process.
- If a parent or guardian has decided to transport their child(ren) to school, please review this information. Verification for drop off will be the same - verification must be presented to a district staff member before your child(ren) is/are allowed to disembark the vehicle to enter the school building. No children may be dropped off at the buildings without directly interacting with a staff member for verification. Should children arrive at the school buildings without verification using the Qualtrics app, they will be taken to a respectful isolation area until parents can provide verification.

Students will disembark from buses and carline and walk to designated doors, while wearing face coverings. Staff who assist with arrival are required to wear a face covering and may wear a face shield.

- Preschool entrance doors will be used for all preschool students.

- Double door main entrance will be used for all other students.

Dismissal

All students and staff will wear masks during the dismissal process.

Work Family:

- Students will be called to the cafeteria

Bus:

- The same doors used for arrival will be used for bus dismissal. Buses will be called incrementally to reduce student traffic.

Pick Up:

- Students will stand on designated spaces and wait to be called by a staff member. A staff member will supervise the pick up each preschooler and any other students being picked up by a designated parent/guardian.

Health Office

The health office will include areas for those showing possible symptoms of Covid 19 to respectfully isolate from others. A separate location for staff will be identified to maintain privacy and separate from students.

Cleaning and Sanitizing

- Schools will follow safety and disinfection guidelines developed by the CDC and the Hunterdon County Department of Public Health
- At school, frequently touched surfaces will be cleaned and disinfected multiple times throughout the day.
 - These areas include doorknobs, switches, desks, phones, toilets, faucets, etc.

Master Schedule Overview for Virtual PreK Instruction

Monday	Tuesday	Wednesday	Thursday	Friday
Live Morning Meeting				
At home movement break				
Virtual Read Aloud				
Social/Emotional engagement activity				
At home movement break				

Project based activity				
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A Day in the Life of a Student **Learning only at Home** for our Virtual Academy

The Virtual Academy is separate from the hybrid model and the in person instruction. All learning will take place at home. Students will follow a designated schedule. Synchronous and recorded lessons will be accessed via students' Chromebooks. It is very important that you contact the school if you do not have Internet connectivity, as this will be required for learning each day.

List of Essential Employees

Essential Employee Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	Oversee operations of school district	Interact with BOE, community, & staff; student instruction; business office functions	4 people - Central Office Administration 4 - Building Principals/Vice Principal
Business Office	Maintain business operations	Interact with Administration, employees, vendors & community	6 people- Business Administrator Payroll, Asst to BA, Business office coordinator, Accounts payable, Human Resources
Buildings & Grounds	Maintain building	Assess and maintain all building systems, upkeep of district grounds and facilities. Clean bldgs.	1 Supervisor, 20employees
Health Preparedness Team	Oversight for Remote Operations	Meetings scheduled on a regular basis to address directional changes and guidance.	8 People 5-Administration 2- Support 1- Nurse