

Fall 2020

Appendix A

Critical Area of Operation #1 - General Health and Safety Guidelines

This school district included in Appendix A the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.a., including, but not limited to:

- a. Protocol for High Risk Staff Members
 - Instruct staff about safe practices regarding working in the building
 - Staff will have access to training resources through SafeSchools and the health office
 - Reasonable accommodations will be provided for individuals that the Centers for Disease Control identifies as having a higher risk for severe illness from COVID-19, People Who Are at Increased Risk for Severe Illness
- b. Protocol for High Risk Students
 - Instruct parents and students about safe practices regarding attending school and riding on the school bus
 - Reasonable accommodations will be provided for individuals that the Centers for Disease Control identifies as having a higher risk for severe illness from COVID-19, People Who Are at Increased Risk for Severe Illness
- c. General guidance for maintaining safe practices, in accordance with the CDC:
 - Social distancing- maintaining 6 feet distance from others:
 - [Protect Yourself and Others](#)
 - Frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
 - [Handwashing Saves Lives](#)

- [Family poster](#)
 - [Family poster in Spanish](#)
 - Wearing cloth face coverings
 - [How to use a face covering](#)
 - [Wear a face covering to protect yourself and others](#)
 - [About face coverings](#)
 - [Considerations for Wearing Cloth Face Coverings](#)
 - [How to Wear Your Cloth Face Covering](#)
 - [ASL Video Series: Easy DIY Cloth Face Coverings](#)
 - [How to Wash Your Cloth Face Covering](#)
 - [How to Make Your Own Cloth Face Covering](#)
 - [How to Make Your Own Face Covering Video \(Spanish\)](#)
 - Avoiding touching eyes, nose, and mouth
 - [Slow the spread of COVID-19](#)
 - Staying home when sick
 - [What to do if you're sick](#)
 - [Managing your health at home](#)
 - [Managing your health at home in Spanish](#)
 - Cleaning and disinfecting frequently touched objects and surfaces
 - [Cleaning and disinfecting](#)
- d. General guidance from the district:
- Look for the floor markings and signage in the hallways indicating social distancing
 - Look for the floor markings and signage in the classrooms

- Maintain placement of desks to ensure social distancing
- Classroom cubbies will be used by students only, no teacher supplies
- There will be no use of scented air fresheners, plug-ins, oil diffusers, or similar products
- Students and staff are encouraged to bring their own water bottles each day
- No personal home cleaning supplies (unless approved by B&G Department), home furnishings or live animals will be permitted in the school building [unless it is a service animal]
- Temporary hand sanitizing stations will be located by doors upon entering the building

Technology Department: Procedures

The district will provide a device to each student (1 to 1) so there are no shared devices. We will increase bandwidth to prepare for virtual instruction by teaching staff inside the building. We provided support to staff in June on Google Meet and Google Classroom. We will provide training to parents on Google Suite. BTS is using Google Classroom with Google Meet for video conferencing. We will look to consolidate elementary school on one LMS to organize the programs for ease of use for students and parents.

- Chromebooks/Laptops will be provided to all students for use in school or at home. They will receive their device at school through their homeroom teacher. If there is no in person instruction then we will setup pickup times by grade
- Remote home support for parents and students will be available by emailing tech support
- For in school support the technology staff will receive computers through the back window near stairwell of room 276
- If the window is not available, there will be a drop off/pick up table outside of the Tech Office
- Tech staff will wear masks and gloves
- All received devices will be wiped down immediately
- Tech staff will talk to user through window while working on device
- If a device can not be repaired right away then a replacement will be issued

- All copiers will have a sanitizing station for staff to sanitize hands before and after use (wiping copier after every use would damage the copier)
- Printers should be handled the same way as copiers
- If possible, all in-class technical support will be completed remotely via email or phone otherwise the issue will be handled when the classroom is not occupied. If immediate assistance is necessary, technicians will utilize personal protective equipment (PPE) and follow all CDC guidelines on proper social distancing
- Tech staff will coordinate with custodial for rooms that require work after hours, not interfere with the cleaning schedule

Appendix B

Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms

This school district included in Appendix B the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.b., including, but not limited to:

- a. Social Distancing in Instructional and Non-Instructional Rooms
 - Desks will be stationed 6 feet apart
 - Floors will be marked as to where desks go
 - Discourage sharing of items that are difficult to clean, sanitize, or disinfect
 - Students will use every other cubby for backpacks/coats. These will be emptied daily for cleaning purposes
 - Students and staff are encouraged to bring their own water bottles each day
- b. Procedures for Hand Sanitizing/Washing
 - CDC signage will be hung in all classroom restrooms, hallway bathrooms & faculty restrooms throughout the building for proper hand washing.
 - [Stop Germs and Wash Your Hands](#)

- [Staff poster for hand washing](#)
- [Staff poster for hand washing in Spanish](#)
- [Handwashing posters for students](#)
- CDC signage will be hung in the kitchen & mimeo room for proper handwashing
- CDC guidance for handwashing includes the following steps which will be modeled and encouraged for all students and staff:
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds
 - Rinse your hands well under clean, running water
 - Dry your hands using a clean towel or air dry them
- CDC guidance for use of hand sanitizer includes the following steps which will be modeled and encouraged for all students and staff:
 - Apply the gel product to the palm of one hand (read the label to learn the correct amount)
 - Rub your hands together
 - Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.
 - Children aged 5 and under will be monitored by an adult when using hand sanitizer
- Information about hand washing and hand sanitizing will continue to be communicated regularly with staff, students, and families

Appendix C

Critical Area of Operation #3 – Transportation

This school district should include in Appendix C the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.c., including, but not limited to:

- a. Student Transportation
 - All buses will be sanitized after each run w/CDC approved disinfectant
 - All drivers and bus aides are to wear face coverings
 - All students should be wearing face coverings
 - There will be hand sanitizer provided on buses
- b. Social Distancing on School Buses
 - Social distancing will be followed
 - Students will wear face masks and have assigned seats on the bus
 - Students are to remain seated
 - Siblings will be allowed to sit together
 - Windows will be opened for ventilation
- c. Signage to be displayed
 - Signs will be posted about seat assignments and wearing masks

Appendix D

Critical Area of Operation #4 - Student Flow, Entry, Exit, and Common Areas

This school district should include in Appendix D the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.d., including, but not limited to:

- a. Location of Student and Staff Screening

- Parents will be responsible for following the CDC symptoms of their child(ren) before coming to the school building each day
- Parents will log in each morning to the parent portal and report whether or not their child(ren) have CDC listed symptoms
- Children exhibiting symptoms should not be sent to school
- Staff will be responsible for reviewing the CDC symptoms and self-monitoring each day before coming to the school building
- Staff will log in each morning to the portal and report whether or not they have CDC listed symptoms
- Staff exhibiting symptoms should not be in the school building
- Communication regarding symptoms of COVID-19 will be shared with staff, students, and families based on information released by the CDC which includes:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

[Symptoms of COVID-19](#)

- District will consider additional screenings of students as they begin the school day on days they are in the school building
- b. Social Distancing in Entrances, Exits, and Common Areas
- Tables will be 6 feet apart
 - All aisles will be marked with an arrow for one way traffic
 - Parent Drop Off / Pick Up: students will exit the car on the right side [passenger side], walk up to the front entrance following sidewalk markings. Once in the building, follow hallway markings, staying to the right side.
 - Bus Drop Off / Pick Up: students will exit the bus, following the sidewalk markings. Once in the building, follow hallway markings, staying to the right side.
- c. Signage reminding students and staff to wear face coverings, wash hands, and social distance, to be displayed in hallways, classrooms and throughout the building
- d. Keep classroom doors open
- e. Limit any non-essential visitors, volunteers, and activities involving external groups or organizations, as much as possible. Guests will enter the building, on a very limited basis and with administrative pre-approval. Virtual meetings will be encouraged by most. These guests will complete a checklist related to COVID symptoms. If guests must enter the building, they will sign off that they have read the CDC symptoms prior to entering the building. Guests will be required to wear a face covering. If they do not have a face covering, one will be available for their use.
- f. For any pick-up procedures, parents/guardians will wait outside and the student will come to them or the item dropped off can be left in a designated area.
- g. Protocol for exiting the bus/private car and entering the school building
- Students exit bus [follow sidewalk markings] leaving distance between each student with face coverings on
 - If any student appears ill and demonstrates symptoms, student should be separated from the group and reviewed by the school nurse in the health office
 - Use hand sanitizer upon entering building, as needed (their own or from station)

- Students enter building and follow designated markings in the hallway
- Upon entering the building or announcement from staff, students are to proceed to homeroom

Appendix E

Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

This school district should include in Appendix E the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.e., including, but not limited to:

- a. Screening Procedures for Students and Staff
 - Communicate and educate staff, parents, and students regarding COVID-19 safety measures including: Staying home when ill, proper hand hygiene and respiratory etiquette, wearing face coverings, avoiding touching your face as much as possible, and reporting illnesses and symptoms to the health office and building principal immediately
 - Staff will proactively be aware of symptoms of COVID and send students or staff to the health office if symptoms present themselves for further examination
 - Communication regarding symptoms of COVID-19 will be shared with staff, students, and families based on information released by the CDC which includes:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms of CoronaVirus

<https://www.cdc.gov/video/socialmedia/symptoms.mp4>

b. Protocols for Symptomatic Students and Staff

- Written protocols detailing COVID related response for symptomatic staff and students will include:
 - Establishment of an isolation space
 - Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use
 - Actions to take in response to individuals exhibiting signs and symptoms of COVID-19 (e.g. fever, cough, shortness of breath) while on-site
 - Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. Refer to “Communicable Disease Service guidance for illness reporting” <https://www.nj.gov/health/cd/>
 - Immediately separate the ill person from the well people until the ill person can leave the school
 - Upon picking up their child from school, the parent should be wearing a face covering and be advised of general recommendations outlined by the CDC for further examination by a private physician or emergency care/testing
- Actions to take in response to individuals exhibiting signs and symptoms of COVID-19:
 - Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
 - Trouble breathing

- Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
 - Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19
- Readmittance policies follow CDS guidance, found at https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf and When You Can be Around Others After You Had or Likely Had COVID-19. Readmittance policies follow NJDOE guidance found at https://www.nj.gov/health/cd/documents/topics/NCOV/COVID_guidance_reopening_childcare.pdf and https://www.nj.gov/health/cd/documents/topics/NCOV/COVID_Reopening_Camps.pdf.
 - For individuals who have symptoms of COVID-19 AND have tested positive (by PCR, rapid molecular or antigen testing) OR have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until: At least 10 days have passed since their symptoms first appeared AND They have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever) AND Symptoms have improved (e.g. cough, shortness of breath)
 - Individuals who have NO symptoms and have tested positive should stay home and away from others until: 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms
 - Individuals who have symptoms and have tested negative should stay home and away from others until: 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve
 - Individuals who are identified as a close contact* of a confirmed case should: Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative

- The school district will follow recommendations from the Health Department regarding contact tracing when an individual tests positive for COVID-19.

c. Protocols for Face Coverings

- Face coverings are mandatory. They are required to be worn by students, unless doing so would inhibit the individual's health, then a doctor's note is required. It is understood that face coverings may be challenging for some students. Students are encouraged to bring their own face covering to school for personal use, however, additional disposable masks will be available as needed.
- Face coverings are mandatory. They are required to be worn by staff members, unless doing so would inhibit the individual's health then a doctor's note is required.
- Additional PPE is being considered for staff who work in close proximity to students (ex: face shields, sneeze guards, gowns)

Appendix F

Critical Area of Operation #6 - Contact Tracing

This school district should include in Appendix F the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.f.

Somerset County Department of Health (SCDOH) - responsibility:

The nursing staff will coordinate accordingly with the county health department per communication with the county health office. If we are contacted first, the county health office will be notified by a representative from our nursing department or administrative department.

If someone in our school building is confirmed positive, the SCDoH contact tracing team will contact us directly. The SCDoH will direct us to whom needs to be notified that may have been considered close contact.

- Staff should assist the nurse and administration in identifying close contacts of positive COVID-19 cases, if they are known
- Those who had close contact with COVID-19 should stay home and monitor their health
- It is recommended that everyone follow the CDC guidance

- If dismissal or school closure is to take place due to COVID-19, the SCDoH will work in conjunction with the district to make that determination

Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices

This district included in Appendix G the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.g. The district purchased electrostatic sprayers for the custodial team to efficiently and effectively clean all surfaces including lockers, surfaces and all furniture.

A complete disinfecting of the building will take place before the building is open for all students and staff

High touch areas:

- Restrooms will be disinfected prior to the school day and periodically during the day
- Door handles, latches, push bars and handrails will be disinfected prior to the school day and periodically during the day
- Cabinet handles in classrooms will be disinfected prior to the school day and periodically during the day
- Light switches will be wiped down periodically during the day and each evening
- Student & teachers desks and chairs will be disinfected prior to the school day and periodically during the day
- Computers will be disinfected periodically during the day and each evening
- Sign in area will be wiped down periodically during the day
- Buzzers on main entrance doors will be wiped down periodically during the day
- Elevators will be disinfected prior to the school day and periodically during the day
- Bookshelves in classrooms will be disinfected prior to the school day and periodically during the day
- The media center will be disinfected prior to the school day and periodically during the day

- Bleachers will be disinfected after use
- Blue wall mats in the gym will be disinfected after use
- Classroom sinks, restroom sinks and water fountains will be disinfected prior to the school day and periodically during the day
- Classroom cubbies will be disinfected prior to the school day and periodically during the day
- Garbage and recycling cans, from each room, will be emptied and bags changed everyday after school
- Carpets will be vacuumed, and floors washed in classrooms and hallways, after school, each day
- All desks and chairs will be sanitized
- Floors with tile will be mopped

Cafeteria:

- Tables, desks, chairs and or benches will be cleaned in between each lunch period
- Faculty lounges, appliances, machines, counters, tables, sinks will be sanitized prior to the school day. Staff will be encouraged to wipe down their area before they eat.
- Floors will be swept in between lunches
- Floors will be washed after last lunch
- Sanitize milk cooler, beverage cooler, ice cream cooler, pretzel warmer handle, chip rack, and keypad
- Sanitize top of garbage cans and recycle cans
- Empty garbage and recyclables after last lunch

Health office:

- Isolation area and all other areas including the bathroom(s) designated for the nurse will be disinfected

- The addition of one bathroom will be used for potential quarantine isolation
- Areas will be wiped down throughout the day and after students leave the office

Playground:

- Outdoor high touch areas will be cleaned

Appendix H

Critical Area of Operation #8 – Meals

This school district included in Appendix H the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.h.

- BTS will have the lunch period built into the daily early dismissal schedule
- Students receiving free and reduced lunch will still receive lunch daily
- Maschios will revise the way transactions are handled to minimize contact
- Tables, desks, chair and or benches will be cleaned in between each lunch period
- Desks will be spaced out by at least six feet throughout the cafeteria
- Floor will be swept in between lunches
- Floor will be washed after last lunch
- Sanitize milk cooler, beverage cooler, ice cream cooler, pretzel warmer handle, chip rack, and keypad
- Sanitize around the top of garbage cans and recycle cans throughout lunch time
- Empty garbage and recyclables after last lunch
- Empty garbage in classrooms after lunch
- Sanitize all desks and chairs
- Spot mop floors with tile

Appendix I

Critical Area of Operation #9 – Recess/Physical Education

This school district should include in Appendix I the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.i.

- Standard middle school recess will be discussed and assessed in the fall
- Elementary school teachers will coordinate recess with students practicing social distancing
- Teachers will be encouraged to take students outside, when possible
- Staff and students will practice social distancing outside
- Face covering breaks will take place during lunch, and other times deemed appropriate by staff
- Hallway outside of the gymnasium will be marked six feet apart for bookbags
- Floors in the gymnasium will be marked six feet apart for water bottles by bleachers
- PE teachers will use materials and equipment that can be sanitized properly between uses
- Locker rooms will be closed to mitigate risk of spread, students must wear sneakers and comfortable clothes each day
- Students are to wear comfortable clothing and sneakers daily
- Students are encouraged to have sunblock and a hat in their backpack
- Handwashing will occur after outdoor activities
- If tents are available, they will be provided for teacher and student use for outdoor classrooms

Appendix J

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

This school district included in Appendix J the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.j. Experiences that support instruction will be created for students. Until further notice, large gatherings will not take place.*

- The Building will be closed at 6:30 each night, until further notice*
- There will be no field trips and or extra curricular night time activities until further notice
- Any school events such as Back to School Night and conferences will be virtual, as needed, until further notice

- Extra-curricular activities held by teaching staff may take place virtually, if approved in advance and at the discretion of the building principal.

*use of the school building may be allowed at night, if executive orders are lifted

Appendix K

Academic, Social, and Behavioral Supports

This school district included in Appendix K supplemental materials, evidence, and further explanations of the elements listed in the Academic, Social, and Behavioral Supports section in the Board's Plan – Section A.2.a. through A.2.e. The district's Social and Emotional Learning [SEL] goal still remains a priority for all students and staff.

- Community building and SEL remain a focus as the new year begins
- Staff will receive professional development on virtual learning, trauma informed learning, as well as the mandated trainings
- The Bedminster School's Multiple-tiered System of Supports will continue to be implemented and delivered to meet the needs of students. This will include monitoring student progress through student data and observations. I &RS processes will continue as a means of collaboration between staff and families and used to determine interventions warranted. Progress will be continually monitored and adjusted to meet student needs.
- Bedminster School will ensure the delivery of special education to students with disabilities The district will continue to meet our obligations to students with disabilities to the greatest extent possible. IEPs will be adhered to to the greatest extent possible. Child Study Team members will communicate with staff and families regarding student needs for in-building and virtual learning. Procedures outlined in the NJ Special Education Code regarding evaluations, timelines, and paperwork will be adhered to to the greatest extent possible. Dependent upon the district plan in place and the details of the executive order at the time, some students may receive extended programming.
- Related services will continue to be delivered in adherence to student IEPs to the greatest extent possible. Progress will be monitored and plans adjusted based on student needs. Related services will be provided in both a remote and in-person format in any plan that includes in-person instruction. This applies to occupational therapy, physical therapy, speech/language therapy, counseling and behavioral interventions

- Enrichment services will continue to be implemented and delivered to meet the needs of students. Students will receive services based on district criteria.
- Counseling services will be available to all students. Guidance counselors and the child psychologist will be providing individual counseling, small group social skills, and serve as a resource for whole class mini-lessons regarding social emotional well-being and transitioning back into the building. Services will be proactive in nature and follow confidentiality guidelines. Procedures regarding crisis situations relating to mental health will be followed during in-building and virtual learning. Counseling services will be provided in both a remote and in-person format in any plan that includes in-person instruction.
- Students eligible for accommodations through Section 504 will have their individual needs monitored. Plans will be reviewed for in building and virtual learning.
- ESL services will continue to be implemented and delivered to meet the needs of students. The ESL teacher will base instructional decisions and delivery of programming based on student data and progress.
- Meetings will continue to be conducted in a remote format.
- Child Study Team evaluations will resume during in-person instruction, with appropriate precautions. Case managers will work collaboratively with families and other members of the student's educational team to determine if additional and/or temporary services or support are required.
- Child care will continue to be provided in our building by The Somerset Hills YMCA
- Child care is also available at The YMCA Basking Ridge location, please see their information on the district website
- Wraparound supports are available through the 2nd Floor Youth Helpline and Bedminster food pantry
- Visit the School Counselor section of the district website for more resources

Appendix L

Restart Committee

This school district included in Appendix L the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.1.

- Committee formed and consists of stakeholders from the following areas:

BTS BoE representative

BTS PTO representative

BTS BEA elementary school representatives

BTS BEA middle school representatives

BTS BEA co-president representatives

BTS Buildings & Grounds representative

BTS Technology Department representative

Bedminster Township representative

Barker Transportation representative

Maschios food service representatives

YMCA Child care representative

CSE representative for SEL district goal

BTS Administration representatives

BTS Superintendent

- Meetings will be held at and by the discretion of the superintendent or superintendent's designee
- Meetings to take place roughly one time each 7-10 days through the summer
- Sub committee meetings organized between members and the district's SC Department of Health Representative - Dr. N. Reddy
- Sub committee meetings organized between members and specific departments

Appendix M

Pandemic Response Teams

This school district includes in Appendix M the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.2. The building principal had already formed the district response team.

The Pandemic Response Team is already formed with our district Safety Crisis Management Team. Stakeholders on the team include the following:

- Township Police Department
- Township Fire Department
- Township Department of Public Works
- Buildings and Grounds
- Administration
- School Counselors
- Parent Representative
- Community Representative
- Child Study Team Member
- At least one teacher
- Board of Education Member
- School Personnel

The plan will be reviewed with the team before the school year begins. If any adjustments need to be made, they will be brought to the attention of Administration.

Appendix N

Scheduling of Students

Appendix N includes the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.3., including, but not limited to:

a. Hybrid or Fully Remote School Day

- The board approved school calendar will ensure the 180 day school year requirement is met, with not less than the mandatory four hours for grades K-8
- BTS will begin the school year for all students in September
- Daily, students follow the early dismissal schedule, see schedule below, with lunch [8:50am-1:20pm], which will be provided to the parents
- Cohort [hybrid] A students will be in building Monday/Thursday

- Cohort A students will learn virtually on Tuesday/Wednesday/Friday
- Cohort [hybrid] B students will be in building Tuesday/Friday
- Cohort B students will learn virtually on Monday/Wednesday/Thursday
- Students who are all virtual each day will remain home Monday - Friday
- Parents must log in to the Genesis Parent Portal and report that their child(ren) is(are) symptom free for school daily. This must be completed by 8:00 am on days when your child(ren) is(are) scheduled to be in the school building.
- Special education students' schedules in LLD and Pre-K settings will vary due to their needs, this will be communicated by the special education department
- Special education schedules are created with the Director of Student Services, case managers, parents and teaching staff
- Medically fragile staff accommodations will be discussed, on an as need basis
- Students will wear comfortable clothing and sneakers daily
- Students are encouraged to wear or bring sunblock (and hat) daily

Early dismissal student schedule is as follows:

<u>Period</u>	<u>Time</u>
HR	8:50-8:58
1	9:00-9:25
2	9:27-9:52
7	9:54-10:19
8	10:21-10:46
3	10:48-11:13
4	11:16-11:46
5a	11:49-12:19

5b	12:22-12:52
6	12:55-1:20
DISMISSAL	1:23-1:30

b. Educational Program

- Parents will receive a student schedule with checklist
- Students will follow their regular early dismissal schedule, this meets their required instructional hours for the day
- Students will be provided instruction in both synchronous and asynchronous settings throughout the school day
- The quality and scope of instruction will be the same regardless of where and how students are learning
- Students will be afforded opportunities to engage with their peers
- Teachers will follow their early dismissal schedule with students each day
- Teachers will be provided their appropriate prep and common planning time
- Social distancing protocols have been implemented throughout hallways, classrooms, and building's exterior notating proper distancing practices
- Bus guidelines have been implemented, see Appendix C

Curriculum/Instruction/Assessment:

- All student devices go home/to school daily [2x/week]
- All programming will be offered including general education, special education, academic support interventions, English as a second language [ESL], and enrichment
- Headset and mouse will go home daily in computer bag or backpack
- Parents may need access to Google Classroom to support their children at home in the virtual environment [K-2 parents will receive training and notifications regarding log in accounts]

- Daily teacher and students will log in to Google Classroom and connect through Google Meet
- Daily teacher will teach lessons using interactive whiteboard and will share screen for all learners
- Lessons will be recorded and posted in Google Classroom
- Students will continue to receive pre-assessments and assessments that determine current levels of functioning and ability
- Formative assessments will be used to monitor student progress and understanding
- Benchmark assessments will be administered and scheduled by the teacher, and can include Renaissance and or in-house grade level or subject area specific benchmarks
- Student progress toward grade level standards will be monitored
- Student progress toward grade level standards will be communicated with parents each marking period through the report card system and will be available through Genesis
- Grading policies will remain consistent for students, any modifications will be communicated with students and parents
- Student progress will be inputted into Genesis in a timely manner
- Additional assessments will be given to remediate student needs
- Teachers will offer office hours for students for reteach, interventions, and questions
- Teachers will have planning time and will be encouraged to share grade level planning
- Special area teachers will teach in their classroom and or in the room of the cohort

- Teachers will be encouraged to take students outside, when possible
- Students are to wear comfortable clothing and sneakers daily
- Students are encouraged to have sunblock and a hat in their backpack
- Handwashing will occur after outdoor activities.
- Supplies of resources will be safely distributed to students and staff, as needed
- Parents will be notified by teachers if supplies or resources are needed
- If tents are available, they will be provided for teacher and student use for outdoor classrooms

*Appendix Q was issued for remote learning the week of August 3, 2020, and the policy will be reviewed by the BoE at the August meeting.

Appendix O

Staffing

This school district included in Appendix O the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Sections B.4., B.5., and B.6.

- All staffing will be addressed by association or department
- There will be no changes to the number of staffing/personnel in technology, business office, office support, and administrative teams
- The custodial department will look to possibly hire a substitute and/or part time custodian, if necessary
- The part time cafeteria aides are available if additional assistance is required
- Substitute teaching staff may be required, based on future teacher attendance
- The district will consider unique needs of each staff member and will also comply with ADA, HIPAA, all applicable State laws
- The district will consult with the local bargaining unit and legal counsel, as needed
- The current Supervisor of Buildings & Grounds, Technology Manager, Director of Student Services, Building Principal and Superintendent will continue to communicate with teaching staff to ensure continuity of learning
- Any resources needed will be communicated by the staff to their immediate supervisor and a determination will be made if resources are needed to maximize student success
- Mentoring guidance will continue to be provided in both virtual and or in-person settings
- As guidance is provided from the State, educator evaluation requirements will be set

In-Person and hybrid learning environments: Roles and Responsibilities

- Staff will be assigned to monitor student movement in the hallways and in and around the classroom
- Staff will oversee their classes when they are outside on school property
- Staff will oversee students in the cafeteria
- Staff will oversee arrival and dismissal of students to and from buses and parent pick up and drop off
- Staff will maintain good practices in digital citizenship
- Teachers will enforce classroom routines, the importance of establishing classroom communities, and supporting social emotional wellbeing
- Teachers will be responsible for sharing their standards-based lesson to meet the needs of students at various levels
- Teachers lesson plans will apply to in-person and hybrid learning
- Teachers will have virtual meetings and or office hours available for all students
- Students will follow routines and structures set by classroom teacher
- Students will be encouraged to wash their hands
- Staff will communicate expectations and progress to families, as needed
- Students will be provided with materials at home, as necessary

- Students will continue to receive instruction on digital citizenship and will be expected to maintain good digital citizenship practices

Mentor teachers should:

- Plan for meetings accordingly
- Will address the most immediate needs with the mentee
- adhere to a schedule that works for both the mentor and the mentee, while protecting confidentiality of students and staff
- Will maintain logs and regulate self-care

Administrators:

- Will share the district's student reopening scheduling plans, as required
- Will communicate any changes to student reopening scheduling plans electronically
- Will create a parent request form for their commitment to choosing virtual learning for their child
- Will work with families that transfer their child from virtual to in-person and in-person to virtual learning
- Will report the total number of students learning in a virtual learning environment to the State
- Will report the total number of sub groups of students learning in a virtual learning environment
- Will provide staff with planning time
- Prioritize the needs of vulnerable students groups
- Will survey teachers, students and parents, as needed
- Will provide supports to all stakeholders
- Will communication expectations for student learning
- Will enforce the importance of establishing classroom communities and supporting social emotional wellbeing
- Will continue to share resources and services with stakeholders through the use of the district website, letters, email, and district resource lists
- Will share student schedules with families
- Encourage parents to communicate directly with teaching staff if their child is in need of support
- Will coordinate the needs of the pres-school population

Educational services staff members:

- Oversee instruction, manage online platforms, facilitate learning, adjust instruction and schedules, as needed, assist teachers, support SEL into lessons

Support staff/paraprofessional:

- While social distancing, lead small groups, use alternative methods for one-to-one interactions after communicating with teacher and or supervisor

- While in a virtual setting, see above and also work directly with teacher and or supervisor to plan accordingly

Substitutes:

- Staff plans will include procedures, if long-term absences and or vacancies arise
- Will be assigned throughout the school building in identified areas, as needed

Appendix P

Athletics

This school district did not include in Appendix P any locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.7.

There will be no fall athletics. Administration and the Athletic Coordinator will revisit winter sports in the fall.

Appendix Q

Remote Learning Options for Families

This school district included in Appendix Q the locally developed protocols and Policy Guide 1648.02 addressing the anticipated minimum standards as required by the NJDOE Guidance titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021”.

- Parents opting to have their child learn virtually will be responsible for completing the appropriate Virtual Learning Form from the district

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning,

families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

A. Unconditional Eligibility for Full-time Remote Learning

1. All students are eligible for full-time remote learning.
 - a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
 - b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 7 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
2. The student may only begin full-time remote learning
 - at the beginning of the school year.
 - at the beginning of a marking period.
 - at the beginning of a mid-year semester.
 - within _____ school days after receiving written approval of the Principal or designee.
3. The written request for the student to receive full-time remote learning shall include:

- a. The student's name, school, and grade;
 - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
 - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.
 - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
 6. The Principal's **or designee's** written approval of the request shall be provided to the parent within **5** calendar days of receiving the parent's written request.
 - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.

C. Scope and Expectations of Full-Time Remote Learning

1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the

delivery of services to, and district expectations of, students participating in the remote learning program and their families;

- b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
- c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).
 - (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
- d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.

D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

- 1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 10 calendar days before the student is eligible for in-person services.
- 2. A student is only eligible to transition from full-time remote learning to in-person services commencing
 - at the beginning of the school year.
 - at the beginning of a marking period.
 - at the beginning of a mid-year semester.
 - within _____ school days after receiving written approval of the Principal or designee.
- 3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;

- b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
 - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least
- one marking period in remote learning before being eligible to transition into the school district's in-person program.
 - one semester (1/2 school year) in remote learning before being eligible to transition into the school district's in-person program.
 - school days in remote learning before being eligible to transition into the school district's in-person program.
- a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.
- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
 - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:
 - a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
 - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
 - c. Scope and expectations of full-time remote learning in accordance with C. above;
 - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
 - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns

G. Home or Out-of-School Instruction

1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.
[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:

“Clarifying Expectations Regarding Full Time Remote Learning

Options for Families 2020-2021”