

# Frelinghuysen Township School District

## School Restart and Recovery Plan



*This plan is subject to change based on new and/or updated guidelines or information.*

Developed by the FTS School Restart Committee  
Written by Stephanie Bonaparte, Chief School Administrator  
July, 2020  
Board of Education Approval: July 29, 2020

## Introduction

*Adapted with permission from the Restart and Recovery Plan Template: Strauss Esmay*

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 FTS 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.

To ensure consistency with respect to the health and safety of school communities across the State, the NJDOE Guidance speaks specifically to health and safety measures identified as "anticipated minimum standards." These “anticipated minimum standards” are items the NJDOE Guidance recommends a school district incorporate into the Plan as definite components related to health, safety, and operations. Through this established set of Statewide standards, the NJDOE can ensure the State's educational health does not come at the expense of public health. The “anticipated minimum standards” in the NJDOE Guidance are listed and have been incorporated into the school district's locally developed Plan.

The NJDOE Guidance also provides “considerations” that may help school officials in strategizing ways to adhere to the “anticipated minimum standards”, but do not represent necessary components of the Plan. These “considerations” are only listed in the school district Plan, if it serves the needs of our school students, but school officials have reviewed all “considerations” and incorporated the “considerations” included in the NJDOE Guidance when developing the Plan.

The NJDOE Guidance uses the term “school districts” or “schools” or “districts” when referring to the completion of tasks. For example, “districts must develop a schedule for increased routine cleaning and disinfection.” This Plan assigns the responsibility for completing tasks to “school officials” which would be the Chief School Administrator or a designee of the Chief School Administrator.

The NJDOE Guidance requires a Board Policy to address several elements outlined in the NJDOE Guidance. The Board of Education has adopted Board Policy 1648 – Restart and Recovery Plan that includes the policies required in the NJDOE Guidance.

This Plan is aligned with the requirements outlined in the NJDOE Guidance. The Appendices section of this Plan include the school district's unique and locally developed protocols to ensure

school(s) in the district reopen safely and are prepared to accommodate staff and students' unique needs during this unprecedented time.

The requirements outlined in the NJDOE Guidance and incorporated into this Plan are controlled by Executive Order of the Governor of New Jersey and are subject to change.

### **FTS School Restart Committee (SRC)**

Stephanie Bonaparte, Chief School Administrator

Kim Neuffer, Board of Education President

Aimee Castellana, Supervisor of Student Services

Ruth Toronzi, School Nurse

Christine Wagner, FEA Representative

Deanna Soldano, Parent and PTO President

Lisa Naomi, Teacher and Parent

Anna Hackelberg, Special Education Teacher

Message from the Committee:

*This plan has been developed in collaboration with the Frelinghuysen Board of Education, FTS staff and parent input. The elements contained within represent the input of these stakeholders with the goal of keeping students and staff safe while returning to school. With safety as our main priority, in collaboration with local and state health officials and Department of Education guidelines, the Committee has determined that the following plan is the best way forward to keep our school community safe and adhere to the guidelines given. This plan is designed to be able to evolve and change as new guidance is issued. The Committee acknowledges and thanks all who provided their feedback.*

## **Goals of the FTS School Restart Plan**

- *Provide for as much in-person instruction as is safely possible, following social distancing guidelines*
- *Address critical areas of operations to provide a safe and healthy learning environment*
- *Incorporate social and emotional learning as a key component to increase socialization among children and staff as well as to foster the re-establishment of relationships*
- *Have the ability to adjust to changing information, updated executive orders and/or area health conditions while maintaining as much consistency as possible in education*

## **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.

*CDC Considerations for K-12 Schools: Readiness and Planning Tool*

### **Reference Documents**

**[The Road Back: Restart and Recovery Plan for Education, New Jersey Department of Education](#)**

**[Considerations for K-12 Schools: Readiness and Planning Tool, Center for Disease Control and Prevention](#)**

**[Restart and Recovery Plan Template: Strauss Esmay Associates](#)**

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## **Conditions for Learning**

Conditions for learning involve the social, emotional, and environmental factors that can impact educator capacity to teach and student capacity to learn, including standards for maintaining healthy and safe school conditions. As schools reopen, the impact of social isolation on both educators and students is a key area of concern. Throughout this Health and Safety Section, the critical areas have been developed using the "anticipated minimum standards" as outlined in the NJDOE Guidance along with "additional considerations" to assist school officials in considering ways to adhere to the "anticipated minimum standards". These provisions are also consistent with the District's general obligation to ensure the health and safety of its students and staff pursuant to N.J.S.A. 18A:40-6 and N.J.A.C. 6A:16-2.1. District officials will make decisions on the advice of local health officials to determine the safest course of action based on local circumstances, which will change as the public health landscape evolves. The health and safety of students and staff is the number one priority and has guided all decisions of this Plan.

The Health and Safety Section of the Plan identifies Ten Critical Areas of Operation and specific Recommended Areas to Address.

### **Critical Areas of Operation**

- 1: General Health and Safety
- 2: Classroom, Testing and Therapy Rooms
- 3: Transportation
- 4: Student Flow, Entry, Exit and Common Areas
- 5: Screening, PPE, and Response to Students and Staff Presenting Symptoms
- 6: Contact Tracing
- 7: Facilities Cleaning Practices
- 8: Meals
- 9: Recess/Physical Education
- 10: Extracurricular Activities and Use of Facilities Outside of School Hours

## **Student Supports**

Social and Emotional Learning/School Climate and Culture  
Multi-Tiered Systems of Supports

## **Critical Areas of Operation**

### **Critical Area of Operation #1: General Health and Safety Guidelines**

#### Communications

New Jersey Department of Health  
800-367-6543

Warren County Department of Health  
908-475-7960

Frelinghuysen Township School District  
908-362-6319

- Communication will be maintained between health officials, the Chief School Administrator and the School Nurse.
- The Chief School Administrator will be responsible for all communications to and between the parties listed above, the community, families and staff.

#### General Guidelines

The District promotes behaviors that reduce the spread of COVID-19 such as encouraging staff and students to stay home when appropriate; encouraging the practice of hand hygiene and respiratory etiquette; requiring the use of face coverings; and signs and messages in and around school buildings.

Reasonable accommodations will be provided for individuals (staff and students) that the CDC identifies as having a documented 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:

- (i) Chronic lung disease or asthma (moderate to severe);
- (ii) Serious heart conditions;
- (iii) Immunocompromised;

- (iv) Severe obesity (body mass index, or BMI, of 40 or higher);
- (v) Diabetes;
- (vi) Chronic kidney disease undergoing dialysis;
- (vii) Liver disease;
- (viii) Medically fragile students with Individualized Education Programs (IEPs);
- (ix) Students with complex disabilities with IEPs; or
- (x) Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).

### Screening Students and Employees

- Temperatures will be taken daily prior to entry into the building. Any staff or student presenting with a fever and/or other symptoms will be immediately referred to the school nurse.
- Questions regarding symptoms will be asked as necessary, taking into account developmental abilities to answer questions. Parents and staff are asked to review the FTS Health Screening Tool (Appendix A) daily to help ensure a healthy school community.
- Students and staff who have been exposed to Covid-19 should follow all CDC quarantine guidance.
- Students and staff who are traveling should consult the [New Jersey Travel Advisory](#) for guidance on travel interstate travel.
- Employees and/or families are advised to report any potential exposure to Covid-19
- Any student or employee who has an elevated temperature and/or shows other symptoms of Covid-19 will be respectfully quarantined until such time as to return home. Re-admittance to school will be dependent on test results and/or doctor recommendation.
- If the school becomes aware that an individual who has spent time in the building tests positive for COVID-19, district officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- If someone is confirmed or suspected to be positive for Covid 19, students and staff will be subject to quarantines as recommended by local health officials
- Reasonable accommodations will be made for any student or employee with appropriate medical documentation demonstrating one of the high risk categories as determined by the CDC.
- Signs will be placed throughout the building reminding of social distance and proper hand washing

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

#### Classroom

- All student desks will be placed 6 feet apart, facing the same direction. Classrooms can hold a maximum of 12-14 students with these parameters in place.
- Students will be required to wear a face mask at all times
- Staff will be required to wear face coverings at all times.
- Windows will be open as often as possible.

- Regular hand washing will be scheduled and required of all students and staff. Students will be instructed in proper hand washing for at least 20 seconds.
- Classrooms with sinks will be equipped with hand soap and touchless paper towel dispensers
- Approved hand sanitizer will be available at all times in the classrooms
- Additional hand sanitizing stations will be placed throughout the building.
- Students will receive their own educational supplies that will not be shared with other students.
- Desks will be disinfected each night and all classrooms will be deep cleaned several times a week
- Hallways and common areas will be marked to accommodate social distancing.
- Reasonable accommodations will be made for any student or staff member with a documented medical reason and/or disability that prevents the wearing of face coverings
- All indoor facilities will have adequate ventilation, including operational heating and ventilation systems where appropriate. Recirculated air must have a fresh air component, windows will be opened, if practical, if air conditioning is not provided, and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.
- All air circulation and ventilation systems will be checked to ensure proper functioning
- Air ventilation filters in classrooms will be changed frequently on a rotating schedule.
- Other common areas such as hallways, gym, and outside areas will be marked with appropriate social distancing
- Whenever reasonable, students and staff will be assigned time outdoors
- Classrooms will be equipped with at least one tabletop plexiglass shield to provide for one on one instruction and/or necessary conversations with students.
- The school will prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol).
- For classrooms that have existing handwashing stations, stations should be prepared with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol)

### **Critical Area of Operation #3: Transportation**

Whenever feasible, parents will be asked to transport their children to and from school. (Specific pick-up/drop off procedures will be sent to families) Staggered drop-off and pick-up times will be used to minimize student exposure. Parents will be asked to stay beside their cars and wear face coverings.

#### **Bus Regulations**

- All students and the bus driver will be required to wear masks on the bus.
- Students will sit alone in seats and face forward, unless there is a sibling or other family member who resides in the same house. Then, students will be seated together.



- Seating charts will be developed based on the timing of the stops to minimize student contact.
- When possible, windows will be open to circulate airflow.
- Buses will be cleaned and disinfected between each bus route.
- Bus drivers will be screened each day and will be required to wear a face covering.

#### Pick Up/Drop Off Procedures

##### Staggered Drop Off (8:15-8:40)

- Students will be expected to exit vehicles independently and follow the directions of the staff. Students will be required to wear face coverings and proceed to the school nurse and/or designated staff for a temperature check prior to entering the building. Socially distanced waiting areas will be marked. Staff will be required to wear face coverings. Students will then proceed to their assigned seats in their classrooms.

##### Staggered Pick Up (12:30-12:40)

- Students will be required to wear face coverings while exiting the building. Parents are asked to stay by cars to wait for their student and to wear face coverings, if not social distancing. Specific instructions for parking and pick up will be sent to individual families.

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

- All students and staff will be screened every day. See Critical Area of Operation #5 for specific screening protocols
- The flow of students will be marked throughout the hallways to ensure 6 feet of social distance.
- Classroom schedules will limit movement throughout the building and minimize time spent in common areas.
- Follow specified procedures for entry/exit information. Specific procedures will be provided to the school community.
- Visitors will not be permitted into the building
- Parents picking children up or dropping them off are asked to call ahead. Parents will be asked to sign children in/out using their own pen in the vestibule and children will be brought to them or picked up by a staff member
- Any items being dropped off can be left in the vestibule.
- Any essential, critical infrastructure workers will be screened prior to be allowed in the building. They will be escorted to the areas in need of necessary work and will be required to wear face coverings at all times.

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

### Screening Students and Employees

- Temperatures will be taken daily prior to entry into the building. (99 or above will sent to nurse)
- Questions regarding symptoms will be asked if it visually appears students or staff are not well, taking into account developmental abilities to answer questions. Parents and staff are asked to review the FTS Health Screening Tool (Appendix A) daily to help ensure a healthy school community.
- Students and staff who have been exposed to Covid-19 should follow all CDC quarantine guidance.
- Employees and/or families are advised to report any potential exposure to Covid-19
- Any student or employee who has an elevated temperature and/or shows other symptoms of Covid-19 will be respectfully quarantined until such time as to return home. Readmittance to school will be dependent on test results and/or doctor recommendation.
- If the school becomes aware that an individual who has spent time in the building tests positive for COVID-19, district officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Reasonable accommodations will be made for any student or employee with appropriate medical documentation demonstrating one of the high risk categories as determined by the CDC.
- Signs will be placed throughout the building reminding of social distance and proper hand washing

### Symptomatic Staff and Students

- If a staff member or student presents with symptoms of Covid-19, they will be immediately escorted to private isolation in the health office in a discreet, separated room.
- If the school district becomes aware that a student or staff member tests positive for Covid-19 or is symptomatic, it will be reported to local health officials for contact tracing.
- As per health department guidance, school may be closed for 24-48 hours to allow time for health officials to determine next steps.
- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. School officials will follow current Communicable Disease Service guidance for illness reporting.
- If the school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Methods to assist in contact tracing including records of groups/cohorts, assigned staff, and daily attendance will be communicated with local health officials.

Personal Protective Equipment (PPE) (update 8/3/20)

Students are required to wear face coverings, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

Exceptions:

Doing so would inhibit the student's health.

The student is in extreme heat outdoors.

The student is in water.

A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.

The student is under the age of two (2), due to the risk of suffocation.

During the period that a student is eating or drinking.

Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).

The student is engaged in high intensity aerobic or anaerobic activities.

Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.

When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

- Students and staff are encouraged to bring their own face covering. Parents are asked to work with students to prepare them to show them the appropriate way to wear their face coverings without assistance and have the ability to put them on and take them off.
- The district will provide face coverings and/or other PPE, as necessary.
- The health office will be equipped with necessary PPE such as face masks, gowns, and gloves to be used in the event of an exposure to Covid 19.

PARENTS ARE ENCOURAGED TO KEEP SICK CHILDREN HOME. THE CDC'S CURRENT LIST OF COVID-19 SYMPTOMS WILL BE USED TO DETERMINE IF STUDENTS OR STAFF WILL BE SENT HOME. PLEASE USE THE DAILY HEALTH SCREENING TOOL.

See:

Appendix A: FTS Health Screening Tool

Appendix B: Health Department Protocols

### **Critical Area of Operation #6: Contact Tracing**

- Confirmed positive cases of Covid-19 will be reported to the Warren County Health Department who will be responsible for contract tracing.
- The CSA will coordinate communication with the Warren County Health Department regarding contact tracing within the school community.
- School may be temporarily closed while health conditions and contract tracing is being determined. The CSA and Health Officials will collaborate to determine when it is safe to re-open after exposure.
- The School Safety Specialist will complete training in various components of this plan, which may include contact tracing

### **Critical Area of Operation #7: Facilities Cleaning Practices**

The school will continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise.

#### Cleaning and Disinfecting

- Bathrooms will be cleaned as often as possible between uses during the day, with appropriate approved sanitizing products and equipment.
- Water fountains will be closed, with only access to bottle filling stations available.
- Extra staff will be used to assist with increased cleaning procedures.
- Door knobs and other common surfaces will be cleaned several times throughout the day, with minimal touching of doorknobs and other common surfaces encouraged. Other surfaces may include light switches, classroom sink handles, countertops, etc.
- Classrooms will be cleaned and sanitized with approved disinfectant each night. Desks and chairs will be cleaned each night, with deep cleanings taking place twice per week.
- Staff will have access to appropriate disinfectant to use as necessary.
- Common areas will be frequently disinfected.
- Specific daily cleaning protocols will continue to be followed with additional disinfection every night in classrooms and common areas.

### **Critical Area of Operation #8: Meals**

- Lunch will not be provided on an early dismissal schedule
- All students will have the option to purchase grab and go meals. Students eligible for food nutrition services will be provided with Grab and Go lunches for each school day.
- Meals will be provided by Maschio's and will be Grab and Go meals
- Parents who wish to purchase lunches are asked to send in money for several days at time to put a credit on their child's lunch ticket to minimize the exchange of money every day.
- Cafeteria staff must wash their hands immediately after removing gloves and after directly handling used food service items.
- Snacks will be allowed in every classroom, with scheduled handwashing taking place prior to eating snacks. SNACKS SHOULD BE ABLE TO BE OPENED AND EATEN

WITHOUT ASSISTANCE. Parents are asked to work with their children to ensure their child can independently open, prepare and eat their snacks.

- Water fountains will be CLOSED however the bottle filling station will remain open to fill water bottles. Students are encouraged to bring their own bottles of water to school each day.
- STAFF WILL NOT BE ABLE TO PROVIDE SNACKS OR WATER BOTTLES. STUDENTS MUST BRING THEIR OWN SNACKS AND WATER BOTTLES EVERYDAY

### **Critical Area of Operation #9: Recess/Physical Education/Outdoor classes**

- Physical Education will be provided virtually and on-site during outside times, weather permitting. Cones and other marking equipment will be used to mark 6 feet of social distance.
- The gym will be marked for social distancing to allow student movement in that space.
- When social distancing is not possible due to the weather or other conditions, PE or recess may be cancelled.
- Outdoor classes will be encouraged.
- The Outdoor Classroom will be marked for appropriate social distancing.
- Students are encouraged to wear comfortable clothing and safe footwear to school so they can participate in physical activities outdoors.
- All students will be assigned outside time to the greatest extent possible, with considerations for weather conditions
- Recess/movement breaks are encouraged throughout the day.
- Playground equipment will be closed until further notice.
- Recess/PE equipment will not be used until further notice.
- The use of cones, flags, tape, or other signs will be used to create boundaries between groups.
- When possible, outdoor space will be designated to specific groups of students each day.
- The school district will mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment).
- Students and staff must wash hands when returning from outdoor spaces.

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

#### Extracurricular Activities and Use of Facilities Outside of School Hours

- Due to the nightly cleaning that must take place, the building will not be open to external use except by the BOE approved aftercare program, until further notice.
- External field trips will not be allowed until social distancing restrictions are lifted
- Extra curricular activities will not be allowed, until social distancing restrictions are lifted
- School based clubs can run virtually if they choose to and will be decided on a case by case basis. The school will provide support for virtual clubs.
- No large group events will be scheduled until social distancing requirements are lifted.
- Other events will be held virtually as often as possible.

## **Student Supports**

### **Social and Emotional Learning**

*The NJDOE understands the important role of climate and culture, more specifically, social and emotional learning (SEL) and how critical it is in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning. This section, which was developed with input from representatives ranging from experts in SEL, various organizations, educators and school leaders, includes strategies for developing positive school climates, educator well-being, and recommendations on how to prepare for and integrate SEL when in-person schooling resumes.*

*The Road Back: Restart and Recovery Plan for Education, NJDOE*

### **Social Emotional Learning (SEL) and School Climate and Culture**

SEL will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

- Teachers will receive training in promoting social and emotional learning during the 2020-2021 school year
- Teachers will hold online meetings for students at home and in school to provide for socialization time (for example, collaborative snack time periods for both students at home and students in class to promote interaction with peers)
- Teachers will provide time and space for students to share and socialize with their peers during in-person days to help reestablish relationships
- During online learning days, teachers will attempt to provide as much social interaction/peer group work as possible.
- Students are encouraged to attend as many online sessions as possible as well as in-person days to rebuild relationships and foster appropriate socialization
- Students experiencing trauma will be referred to the appropriate resource.
- Staff experiencing trauma will be referred to the appropriate resource.
- Parents are encouraged to speak with their children to reinforce the importance of social distancing at school, wearing face coverings and proper hygiene practices.
- Teachers will be frequently engaged in collaboration with administration and applicable committees to ensure the wellbeing of families, students and staff is addressed.
- Schoolwide activities that do not require groups to gather will continue to be planned and collaboration within the school community will be promoted to the greatest extent possible.
- Staff and administration will continuously engage in communication with families
- Administration will support staff in addressing immediate professional development needs to ensure continuity of instruction for students
- Administration will provide time and space for staff to reestablish relationships and a collaborative work environment
- SEL will continue to be a focus of the Health curriculum as well as embedded throughout the other curricular areas

## **Multi-Tiered Systems of Support (MTSS)**

MTSS is a systematic approach to prevention, intervention, and enrichment in grades PK-12 for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support.

*The Road Back: Restart and Recovery Plan for Education, NJDOE*

- Students will be screened using the district approved assessments
- Progress will be monitored and needs will be identified through the approved assessment and teacher input
- Supports, intervention and enrichment will be provided to students based on their identified needs and teacher input
- Interventions will take place both virtually and in-person throughout the school year based on identified needs
- Supports will be provided virtually and in-person,
- The Interventionist will meet with teachers to discuss the progress monitoring and supports and to determine the need for intervention.
- The Interventionist will also collaborate with parents to provide student supports

## **Leadership and Planning**

The Leadership and Planning Section addresses the coordination of the overall reopening planning process to be used by the school.

The School Restart Committee will coordinate the overall reopening plan.

### **FTS School Restart Committee (SRC)**

Stephanie Bonaparte, Chief School Administrator  
 Kim Neuffer, Board of Education President  
 Aimee Castellana, Supervisor of Student Services  
 Ruth Toronzi, School Nurse  
 Christine Wagner, FEA Representative  
 Deanna Soldano, Parent and PTO President  
 Lisa Naomi, Teacher and Parent  
 Anna Hackelberg, Special Education Teacher

The Pandemic Response Team will centralize, expedite and implement Covid-19 related decision-making.

### **FTS Pandemic Response Team (PRT)**

Stephanie Bonaparte, Chief School Administrator/School Safety Specialist  
 Kim Neuffer, Board of Education President  
 Aimee Castellana, Supervisor of Student Services  
 Ruth Toronzi, School Nurse  
 Christine Wagner, FEA Representative  
 Deanna Soldano, Parent and PTO President  
 Lisa Naomi, Teacher and Parent  
 Anna Hackelberg, Special Education Teacher

### **Scheduling**

*Districts' reopening plans must account for resuming in-person instruction in some capacity. Scheduling decisions should be informed by careful evaluation of the health and safety standards and the most up to date guidance from the New Jersey Department of Health (NJDOH), as well the stakeholder input on the needs of all students and the realities of each unique district. School district policies for attendance and instructional time may require modifications for the 2020-2021 school year.*

*The Road Back: Restart and Recovery Plan for Education, NJDOE*

### **Blended Learning Plan**

- Grades Prek, K, 1, and 2 will attend in-person on Mondays, Tuesdays, Thursdays and Fridays with 1 day of online learning on an early dismissal schedule
- Grades 3, 4, 5, and 6 will be split into two groups, attending in person 2 days a week with 3 days of online learning on an early dismissal schedule
- Wednesdays will be online learning days for every grade.
- School will be open for students from 8:15-12:40
- No lunch will be served but Grab and Go lunches will be available for all students to purchase at dismissal.
- Families will be able to choose to have their students remain on virtual home instruction. See the Virtual Instruction procedures in Appendix C.
- This schedule will be amended as conditions and/or guidelines change.

### **Prek 8:30-11:20**

Monday	Tuesday	Wednesday*	Thursday	Friday
In-person Instruction	In-person Instruction	Virtual Instruction	In-person Instruction	In-person Instruction

Kindergarten, 1st, and 2nd Grade Schedule 8:15-12:40\*\*



Monday	Tuesday	Wednesday*	Thursday	Friday
In-person Instruction	In-person Instruction	Virtual Instruction	In-person Instruction	In-person Instruction

\*Wednesdays are online learning days.

\*\* Certain special education students in grades 3-6 may be eligible to attend on this schedule. Parents of special education students will be notified with their options.

3rd, 4th, 5th and 6th Grade Schedule 8:15-12:40

#### Blue Group Instructional Schedule\*

Monday	Tuesday	Wednesday	Thursday	Friday
In-person Instruction	In-person Instruction	Virtual Learning	Virtual Learning	Virtual Learning

#### Green Group Instructional Schedule\*

Monday	Tuesday	Wednesday	Thursday	Friday
Virtual Learning	Virtual Learning	Virtual Learning	In-person Instruction	In-person Instruction

Groups (according to student's last name)

\*Due to capacity limitations, we are not able to change student groupings.

	Blue Group	Green Group
Grade 3	A-J	K-Z
Grade 4	A-K	L-Z
Grade 5	A-J	K-Z
Grade 6	A-K	L-Z

Virtual Instruction will take place both during the day and in the afternoons.

#### Attendance

- Attendance will be taken daily. Students scheduled to be in school will have their attendance taken in their homeroom. Students scheduled for a virtual learning day will

be asked to answer a daily homeroom reflection question or some other check-in before the end of the day to have their attendance recorded.

### Virtual Learning

- The FTS Virtual Learning Plan has been updated to allow for seamless transitions between in-person and online instruction.
- Please see the approved FTS Virtual Learning Plan. Updates to this plan will be ongoing.
- Teachers will provide daily, consistent instructional sessions to their students for English Language Arts (ELA) and Math. Other subjects will be a hybrid of instructional sessions and posted weekly assignments.
- Daily sessions will be followed with practice assignments.
- Wednesdays will be an opportunity for the entire class to engage in virtual learning together with online lessons for ELA, Math, Science and Social Studies. Some special areas may be scheduled on Wednesdays as well.
- Students are expected to attend daily sessions. If there are circumstances preventing student attendance, it should be immediately communicated to the teacher.
- All students will be using Google Classroom for assignments, meetings and communication with teachers. All classes will be posted on Google classroom.
- The school will provide appropriate technology to any family who needs assistance.
- Students in grades 3-6 will be provided with a schedule of online learning sessions with teachers during online learning days. Sessions will be a mixture of live lessons, Q and A sessions, recorded lessons and collaborative time with peers.
- Parents have the option to choose full time Virtual Learning. Please see Appendix C for information and procedures.

### Staffing

*Regardless of the environment, school districts should clearly communicate with teachers regarding expectations and support for student learning. School reopening plans and decision-making throughout the school year should consider unique needs of each staff member. Staff roles will also have to expand to accommodate new health and safety regulations. Districts should consider leveraging staff to monitor student movement, hallway traffic, and maintain safety according to guidelines. Instructional and non-instructional staff schedules may also include designated time to support school building logistics required to maintain health and safety requirements.*

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- Staff will be trained in expectations regarding student's return to the building. Training will include proper social distancing measures, cleaning, proper hygienic practices and how to address symptomatic students.
- Staff will be assigned, as necessary, to assist with implementing new health and safety regulations such as screening, student movement and helping to maintain safety.

- Individual staff member's needs will be addressed as they relate to their job responsibilities.
- The district will comply with all applicable employment laws including, but not limited to, the American Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA), and all applicable State laws.
- As schedules are adjusted, educators must maintain quality instruction for students and abide by the minimum requirements set forth in NJDOE regulations.
- In a fully in-person or hybrid learning environment, staff will be assigned to monitor student movement, hallway traffic, and maintain safety according to guidelines.
- Instructional and non-instructional staff schedules can include designated time to support school building logistics required to maintain health and safety requirements.
- Instructional staff should:
  - Reinforce social distancing protocol with students and support staff.
  - Limit group interactions to maintain safety.
  - Support school building safety logistics (entering, exiting, restrooms, etc.).
  - Become familiar with district online protocols and platforms.
  - Plan standards-based lessons to meet the needs of students at various levels, ensuring versatility of lessons to apply to both fully in-person and hybrid learning environments.
  - Develop predictable routines and structures for students while maintaining student engagement through varied instructional strategies/modalities.
  - Provide regular feedback to students and families on expectations and progress.
  - Set clear expectations for remote and in-person students.
  - Assess student progress early and often and adjust instruction and/or methodology accordingly.
  - Develop opportunities for real-time interactions with students (office hours, virtual meetings, etc.).
  - Instruct and maintain good practice in digital citizenship for all students.
  - Instructional staff with additional capacity or limited time spent with students may assist with school building and safety logistics.
  - Provide materials, manipulatives, and items for at-home activities at no cost to families (particularly in pre-school) as provided by the school district.
- Administration should:
  - Consider roles for staff with health concerns, leveraging them to enhance the virtual learning environment and inform in-person instruction.
  - Provide time for staff collaboration and planning
  - Prioritize vulnerable student groups for face-to-face instruction.
  - Identify teachers and teacher leaders that may provide support to staff to continuously improve instruction in a virtual environment
  - Work with staff and faculty to ensure that teaching and learning, and all student services are effectively and efficiently developed, planned, and delivered.

- Hone collaboration, cooperation, and relationship building skills using alternative methods to remain connected to virtual instruction.
- Define and provide examples of high-quality instruction given context and resources available.
- Assess teacher, student, and parent needs regularly.
- Ensure students and parents receive necessary supports to ensure access to instruction.
- Communicate expectations for delivering high-quality instruction, assessing, and monitoring student progress in the virtual environment, in accordance with NJDOE's Professional Standards for Teachers and NJ Professional Standards for Leaders (N.J.A.C. 6A:9).
- Plan a process to onboard students and reestablish the classroom environment through emphasizing relationships with students and parents and resetting routines.
- Collaborate on curriculum planning and assessing student academic and social emotional well-being when students return to school.
- Create feedback loops with parents and families about students' academic and social emotional health and well-being, through use of remote learning conferences and/or surveys to parents about their child's experience and learning while out of school.
- Share an account of academic interventions and social emotional and mental health support services available through the district.
- Create and communicate realistic student schedules to increase student engagement and accountability for both hybrid and remote learning models.
- Collaborate in determining expectations for differentiated instruction and rigor in hybrid and remote learning models.
- Support families in connecting with teachers and other services they need to be successful in navigating the virtual environment.

## Technology Needs

*Each school district should strive to ensure that every student has access to a device and internet connectivity.*

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The school district will:

- Ensure all staff supporting virtual learning are prepared to provide or support instruction on day one
- Designate staff members to provide ongoing support with technology to students, teachers, and families.

- Survey teachers and families to determine technology needs/access and consider those that have access, but may be sharing personal devices with others.
- To the extent possible, provide district one-to-one instructional devices and connectivity.
- provide district email addresses and access to online platforms (usernames/passwords/organizational credentials) to all staff and students

## **Policy and Funding**

*The impact of the COVID-19 pandemic presents many fiscal challenges to the school district for delivery of instruction and related services to students in addition to other basic operational needs. Readyng facilities, purchasing supplies, transporting, and feeding students may look drastically different in the 2020-2021 school year.*

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### School Funding

a. The Board shall explore options to obtain the maximum amount of available revenue to minimize expenditures and for fiscal planning in the face of considerable uncertainty. The options the Board shall explore include, but are not limited to, the following:

- (1) Elementary and Secondary School Emergency Relief Fund;
- (2) Federal Emergency Management Agency – Public Assistance; and
- (3) State School Aid.

b. School officials will review the Policy and Funding section of the NJDOE Guidance that includes information on Federal and State funding sources; purchasing practices; use of reserve accounts, transfers, and cash flow; and costs and contracting, including E-Rate funding and cooperative purchasing contracting.

c. 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.

# Continuity of Learning

*Ensuring the continuity of learning is critically important during this time of great stress for families, educators, and students. The move to a fully virtual learning environment happened quickly and created significant challenges for staff and students, particularly students already considered at-risk prior to the pandemic. School officials should work closely with their stakeholders to ensure decisions are made collaboratively and transparently and prioritize safely returning students who are in need of in-person instruction. This may include, but is not limited to, students with disabilities, English language learners (ELL), homeless youth, and low-income students.*

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

a. Consistent with guidance from the United States Department of Education, school districts must continue to meet their obligations under the Federal Individuals with Disabilities Education Act (IDEA) and the New Jersey State special education regulations for students with disabilities to the greatest extent possible.

## Technology and Connectivity

a. School districts should strive to ensure that every student has access to a device and internet connectivity. School districts should prioritize the provisions of technology, to students that are otherwise without access.

b. Districts should:

-Conduct a needs assessment.

-Prioritize the purchase and roll-out of devices and/or connectivity that may involve learning based on the results of the needs assessment.

-For students with special needs, accommodations according to their instructional program must be addressed as appropriate for each student.

## Curriculum, Instruction, and Assessment

a. In planning curriculum, instruction, and assessment for reopening, the goal for educators will be to deliver highly effective instruction in hybrid environments as well as preparing them to address any learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS).

b. Instructional plans will be flexible, promote innovation, and will adapt to changing learning environments as may be necessary

#### Professional Learning

a. The school will provide professional learning opportunities for staff and parents to assist in adapting to altered educational environments and experiences.

b. Professional learning will also focus on supporting educators in meeting the social, emotional, health, and academic needs of all students.



# APPENDIX A

## FTS Health Screening Tool

### **Help us keep our school healthy!**

Please review the following questions each day before sending your child to school. If you answer YES to any of the questions, your child should stay home from school.

	YES	NO
Is your child exhibiting any of the following symptoms?  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		
Does your child have a temperature at or above 99, without fever reducing medication?		
Did your child take medication to reduce a fever or to mitigate the above symptoms?		
Has your child been exposed to anyone who has tested positive for Covid-19?		
<b>If you answer yes to any of the above questions, please keep your child home from school to monitor their symptoms. The school nurse is available to answer any questions you may have about the symptoms above.</b>		

# APPENDIX B

DRAFT – 7-23-20

## WARREN COUNTY COVID-19 SCHOOL COMMUNITY CONTAINMENT GUIDELINES

SITUATION:	CONTAINMENT RESPONSE	NOTE
Confirmed Case (Student or Faculty)	<ul style="list-style-type: none"> <li>• May recommend school-wide virtual instruction for a day to allow health department to complete investigation and contact tracing</li> <li>• All students and faculty in class or on bus with a confirmed case are quarantined for 14 days</li> <li>• Confirmed case will isolate as per current guidance</li> </ul>	
Probable Case ( Student or Faculty)	<ul style="list-style-type: none"> <li>• May recommend school-wide virtual instruction for a day to allow health department to complete contact tracing investigation</li> <li>• All students and faculty in class or on bus with a probable case are quarantined for 14 days or until Probable Case tests negative</li> <li>• Probable Case will isolate as per current guidance.</li> <li>• Probable Case is recommended for testing</li> </ul>	
Reported Symptoms (Student or Faculty) with no known exposure to a confirmed case	<ul style="list-style-type: none"> <li>• Student and faculty member with symptoms stays home at least 10 days since their symptoms first appeared and they have no fever for 24 hours and symptoms improved. May return earlier after negative COVID-19 test or alternative diagnosis is confirmed</li> </ul>	Based on NJDOH COVID-19 Guidance for Reopening Childcare 7/20/20
Close Contact (Student or Faculty)	<ul style="list-style-type: none"> <li>• Student or faculty that are close contacts of confirmed cases outside the school will quarantine for 14 days from exposure</li> </ul>	

### Assumption:

- There is a low confidence that students and teachers can remain 6 feet apart during a class period
- There is a low confidence that students can be six feet apart on the school bus. (All bus trips are longer than 10 minutes)
- When a 6 foot distance cannot be maintained, the use of face coverings and physical barriers in a classroom are protective measures to decrease the risk of disease transmission, but do NOT eliminate the recommendation for individuals in the class or bus to quarantine if there is a positive or probable case.

### Definitions:

- Confirmed Case: A person with a lab test confirming COVID-19
- Probable Case: A person with clinical symptoms of COVID-19 with known exposure to a confirmed case
- Close Contact: A person who was within 6 feet of a confirmed or probable COVID-19 case for at least 10 minutes

## Appendix C

### Procedures to Choose Virtual Learning:

Families may choose to remain on fulltime remote learning. FTS will work with families to ensure access to appropriate materials and technology prior to the beginning of the remote learning period. Virtual Learning Plans can be viewed on our website and are consistently being updated.

### Procedures for Submitting Fulltime Remote Learning Requests:

1. Complete the Fulltime Remote Learning Form (posted on our website) by August 14, 2020.
2. Should this request be made after August 14, 2020 when school begins, the district will need 24-48 hours' notice to ensure the student has the resources and is properly enrolled as a fulltime virtual student.
3. Families choosing this option should be prepared to continue remote learning for the entire month of September prior to requesting to transition back to in-person instruction.
4. The school will communicate with parents regarding technology, individual education programs and any other pertinent information.

### Scope and Expectations of Fulltime Remote Learning:

1. A student participating in the fulltime remote learning option will be afforded the same quality and scope of instruction and other educational services as other students participating in district programs.
2. Virtual learning plans are continually being updated and can be viewed on our website.
3. 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.
4. Students will be expected to attend all virtual sessions and attendance will be recorded.

### Procedures to Transition from Fulltime Remote Learning to In-Person Services:

1. Students wishing to transition from full time remote learning to in-person learning should submit requests 10 school days before the anticipated start date.
2. Requests to transition from fulltime remote learning will begin to be accepted after October 1, 2020.