

RETURN TO INSTRUCTION PLAN

BYRAM TOWNSHIP SCHOOL DISTRICT

In this guide:

The Mission

Page 01

The Process

Page 02

Pandemic Response Team

Page 03

Re-Opening Plan

Page 04

Critical Areas of Operation

Page 6

Continuity of Learning

Page 17

Resources

Page 19

MISSION STATEMENT

by BTSD Administration

The Byram Township Board of Education is dedicated to prepare students to be life-long learners with high self-esteem, strong interpersonal skills, and social values in an environment that encourages them to reach their full potential.

During this time of national pandemic, the Byram Township School District has developed its re-opening plan in consultation with parents, staff, administration and the Board of Education, following the guidelines set forth by the State of NJ and Center for Disease Control. (The Road Back 2020). This plan has been developed and created with the utmost importance focused on the health and safety of students, families and staff.

RE-OPENING PLAN PROCESS

by BTSD Administration

On March 16, 2020, Governor Murphy issued Executive Order 104, calling for schools to halt in-person instruction to protect the State from the spread of COVID-19 (The Road Back p6). In response to the executive order, schools transitioned to remote learning. Furthermore, the reopening of our schools will include necessary limitations to protect the health and safety of our students and staff. To that end, the district has developed, in collaboration with community stakeholders, this plan to reopen schools in September.

"The reopening of our schools will include necessary limitations to protect the health and safety of our students and staff (The Road Back p. 6)."

On Thursday May 28, 2020, the first Re-opening Committee Meeting was held virtually at 10:30am. Below are the participants of this committee ranging from teachers, administrators, parents, board of education members, and business office personnel and a representative from Byram Bus Company:

Andrew McElroy - BOE President; MaryAnn Risley - BOE Member; Kristy MCFarlane - BOE Member; Bryan Hensz - Superintendent; Joanne Black - Business Administrator; Shannon Wilson - Byram Bus Administrator; Mark Meijer - Technology Coordinator; Joseph Citterbart - Technology Coordinator; John Fritzky - Principal BIS; Ed Abato - Principal BLES; Tim McCorkle - Assistant Principal; Cynthia Chaladoff - Lakes Staff; Emily Quirk - Lakes Staff; Tricia Bogdan - Lakes Staff; Linda Vasquez - Lakes Staff; MaryLee Plate - Lakes Staff; Steve Tironi - Lakes Staff; Jen Sinnott - Lakes Staff; Deb Hooker - BIS Staff; Ginette Garrity - BIS Staff; Amy Stevens - BIS Staff; Pete Morris - BIS Staff; Lori Loredó - BIS Staff

During the initial meeting, attendees were divided up into the following core components: Governance, Transportation, Wellness, Instruction, Technology, Facilities, and School Operations. Each group then set out to research and develop several scenarios for re-opening including, full 100% in person instruction, Hybrid model of in-person and distance learning, and 100% distance learning. The subcommittees reported back on June 15th with their results.

Following this meeting, the Re-Opening Committee administration asked for guidance from the community and family stakeholders. A survey was sent out for parent volunteers to join the Re-Opening Committee which held it's first meeting on Wednesday, July 8th. During this meeting, parents comprised of medical professionals, pharmacists, lawyers, teachers and administrators,

RE-OPENING PLAN PROCESS

continued

were given the opportunity to voice concerns and questions regarding re-opening in the fall as well as view the results from the parent survey sent out on July 4, 2020. Subsequent meetings have followed with this committee on July 15th and July 22nd to discuss the reopening plan logistics as well as new concerns.

PANDEMIC RESPONSE TEAM

Bryan Hensz - Superintendent

Joanne Black - Business Administrator

John Fritzky - Principal

Ed Abato - Principal

Tim McCorkle - Assistant Principal

Mark Meijer - Technology Coordinator

Joseph Citterbart - Technology Coordinator

Marylu Costanzo - CST Coordinator

Carrie Gilbert - CST Coordinator

George Newman - Buildings and Grounds

Barbara Scholl - Nurse

Jill Rafferty - Nurse

Jill Wolak - Counselor

Katie Winkelman/Sarah Bovee - Counselor

Lakes Elementary School Staff:

Cynthia Chaladoff; Emily Quirk; Tricia Bogdan; Linda Vasquez; MaryLee Plate; Jen Sinnott

Byram Intermediate School Staff:

Deb Hooker; Ginette Garrity; Amy Stevens; Pete Morris; Lori Loredó

Parents:

Adrianna Cassiere; Charissa Brennan; Patrick O'Donnel; Susan McCall; Michelle Meyer; Rebecca Schnetzer

RE-OPENING PLAN

Byram Township School District Re-Opening Plan September 2020

After careful consideration, collaboration and research, the Byram Township School District has chosen the following opening model and plan for the fall of 2020:

The BTSD will utilize a **hybrid schedule of A and B day instruction**. The plan selected will break students up into **cohorts, alphabetically from A-L and M-Z**. Roughly half the student population will report to in-person instruction on an **early dismissal schedule**, while the other half will be required to engage in distance learning. The early dismissal days will begin at **8:50 and end at 1pm** at which time dismissal will commence. On the following day, the cohorts will switch places and the group that was previously on distance learning, will have in-person instruction and the group that was in-person will have distance learning at home.

For example, student group A-L will report to school on A days, M-Z will report to school on B days. When students are not in school, students will be required to attend classes virtually through our **new streaming feature**. Each classroom has been fitted with a camera and microphone for the teacher to use. This will allow our distance learners the opportunity to receive live instruction as it is happening in the classroom. Virtual learners will have the opportunity to ask questions and receive feedback on the platform used.

Parents and students may opt to stay completely virtual at their discretion. If a child starts the year off virtual, as decided by the parent, they remain in a virtual setting for the entire marking period. At the end of the marking period, the student may have the option to return to the hybrid model, or remain virtual for the next marking period. Parents and guardians must notify the school no later than 2 weeks prior to the end of the Marking Period.

In person instruction and distance learning instruction will adhere to the early dismissal schedule located in the resources section of this handbook. Lunches will not be served in school, but will be provided as a grab and go option for all students should they want or require it. The district is exploring the option of outdoor snack time as well as outdoor mask breaks. While in school and at home in distance learning, students will receive live lessons and instruction in the areas of Math, Language Arts, Science and Social Studies. All Related Arts coursework will be completed virtually in the afternoon each day.

Transportation will be offered and each student will have a seat to ride on the bus should families choose to use district transportation. **All students will be required to wear masks at all time when riding the bus to and from school.**

RE-OPENING PLAN

Continued

General Guidelines

1. Students and staff will be required to wear masks at all times on the bus and in the buildings, unless under the age of two or there is an underlying health concern/issue.
2. All students and staff are expected to socially distance themselves at all times in the classroom, hallways, bathrooms, facilities, buses, and outdoors. Signage will be posted to remind everyone to properly social distance.
3. All staff and students in the building are required to complete a daily health screening. Anyone who is symptomatic or has a temperature of 100.4 or higher will be quarantined respectfully.
4. All students are expected to attend classes whether in person or virtually online at the time they take place in the student's modified, early dismissal schedule.
5. There will be no visitors or guests allowed in the building and all meetings will take place virtually.
6. Restrooms will be monitored and require students to log entry with name, date and time. Restrooms will be cleaned and disinfected every hour.
7. Students are expected to sanitize hands (Use hand sanitizer/wash hands) prior to getting on the bus or being dropped off at school. At arrival, students will sanitize hands as they enter the classroom.
8. Students will be provided time for mask breaks and snack breaks throughout the day. These may occur at the same time. Breaks will be staggered and vary on frequency depending on grade level, age, need and temperature of room. Students will sanitize hands prior to having a snack break/mask break and sanitize upon re-entry to the classroom.
9. Students will sanitize prior to boarding the buses at dismissal.
10. Any students or staff considered by the CDC at high risk will be provided reasonable accommodations. For more information see Students and Staff at High Risk, p. 12.

MORE SPECIFIC OPERATION GUIDELINES ARE ADDRESSED IN THE FOLLOWING PAGES.

CRITICAL AREAS OF OPERATION

Listed Alphabetically

Arrival & Departure

Arrival:

Arrival will differ for each school. Please check with your appropriate school schedule for more information on arrival procedures. Please know that students will be using multiple entry and exit points. Staff will be on duty to guide and direct cohorts of students to the appropriate entrances and exits. All students and staff are expected to socially distance at all times during arrival, dismissal, and any other transitions throughout the day.

Departure:

Any parents or guardians picking up a child early due to illness or a medical appointment, or for any other reason will be expected to call the main office when they arrive at the school and remain in their vehicle. A staff member will bring the child to the vehicle, check identification, and assist with signing out the student. There is no picking up a child early within 30 minutes of the end of the school day. Pickups at this time will wait until after the busses are dismissed. Only parents, guardians, or other individuals identified on the student's contact list in Genesis with appropriate identification will be allowed to leave with the student.

Attendance

Attendance while participating in class through distance learning will require students to access the video conference software, Google Meet, at the time class is in session. Students are expected to have their camera on and be ready to participate in the class mini-lesson. If a student does not have their camera on, or doesn't participate in the Meet call for that class, they will be considered absent. The student is expected to be present at the class meeting times for participating in Meet calls for each class.

Teachers will take attendance at the beginning of class and that will count for attendance. If a student misses one class for the day (periods 1-6), they will be considered absent for the day. If a student misses period 1 (9:30-10:05) they will be considered tardy for the day. Teachers will take attendance at the beginning of class and will NOT adjust their attendance if a student arrives late to a period 2-5 class.

Half-Day

Students who arrive after blank* am (30 minutes late) or leave before blank* am (30 minutes early) will be marked with a half day absence for attendance.

No Attendance for the Day:

Students that arrive at school after blank* (2 hours late) or leave before blank* (2 hours early) will be marked absent for the day

CRITICAL AREAS OF OPERATION

continued

Bathroom Usage

Students will be allowed to use bathrooms within social distancing guidelines. The number of students permitted in each space at once should follow the net square footage (NSF) guidelines. Students will be required to log the date/time and name upon entering the bathroom. Staff may be monitoring the bathroom facilities use throughout the school day (The Road Back, pg. 19, 24). Restrooms will be cleaned and disinfected every hour. Bathroom cleanings will be logged after each clean. At times, certain bathrooms may be closed until they can properly be cleaned and sanitized.

Classroom Set-Up

Classroom desks and tables will be socially distanced to the greatest extent possible in each classroom. All desks are distanced at a minimum of 6 feet from the center of the desk to the next nearest desk in all directions, as shown in the figure below. Masks will be required at all times in all areas of the classroom, including while seated at desks.



CRITICAL AREAS OF OPERATION

continued

Cleaning Facilities

Each building will undergo rigorous daily cleaning throughout the day. Cleaning will focus on high touch surfaces throughout the buildings. Cleaning supplies will be stored at every teaching station so staff members have the ability to clean, wipe down and disinfect teacher stations and frequently touched surfaces in the classroom. Hand sanitizer will be available in every classroom for students and staff to use upon entry and exit (The Road Back pp. 28-29). **Bathrooms, both student and staff, will be cleaned and disinfected hourly by the custodial staff.** Cleanings of bathrooms will be recorded and logged after each cleaning. A list of the proper chemicals used for disinfecting can be found in the resource section of this document and will include diluted household bleach solutions, or alcohol solutions with at least 70% alcohol, and are appropriate for the surface. Water fountains will not be used; students are encouraged to bring a personal water bottle.

District buses will be disinfected and sanitized following the CDC and NJDOE guidelines daily. Contracted buses will be disinfected and sanitized by the contract service provider as per the CDC and NJDOE guidelines. These guidelines include but are not limited to routine cleaning and disinfection of frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the operator as well as commonly touched surfaces by the passengers.

Contact Tracing

As we plan for the return to school, all contact tracing guidelines will be followed as per the recommendations from the NJDOE and local health department (The Road Back, pg. 27).

All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, will be provided with information regarding the role of contact tracing in keeping school communities safe from contagious disease. The Byram TWP School District will collaborate with the local health department and Sussex County Health Department who will conduct contact tracing as per the county Superintendent's Office.

Demarcation for Social Distancing

All areas where students and staff will be waiting to enter/exit, or move within a building will be marked with 6 foot intervals. This will include areas both inside and outside of the building including but not limited to; sidewalks, hallways and areas approaching common spaces such as bathrooms, main office, nurse, guidance, etc (The Road Back, pg. 24).

CRITICAL AREAS OF OPERATION

continued

Field Trips

In-person field trips will be avoided until the District and Health department Officials offer guidance that would allow us to ensure the safety of all participants. In the meantime, we encourage our families and staff to utilize virtual field trips to create experiences that support the instructional standards and learning objectives in specific content areas (The Road Back, pg. 31)

General Health Guidelines

All staff and students in the building are required to wear a face covering as well as complete a daily health screening. There will be no visitors or guests allowed in the building and all meetings will take place virtually. Signage will be posted to remind everyone to properly social distance. Restrooms will be monitored and require students to log entry with name, date and time. Anyone who is symptomatic or has a temperature of **100.4 or higher** will be quarantined respectfully. **Parents are encouraged to look for the following symptoms related to COVID-19 and keep their child home if they feel ill. Symptoms may appear 2-14 days after exposure to the virus.**

People with these symptoms may have COVID-19:

- 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

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

CRITICAL AREAS OF OPERATION

continued

Hallway Movement

Hallways will be split with markings and arrows on the floor to depict flow of traffic. Students and staff will be required to wear masks when they are in the hallways. Hallways will also have markings, 6 feet apart, outside of common areas that may require students to wait before entering (bathrooms, main office, nurse, guidance, etc. (The Road Back, pp. 23-24)

Health Screenings & Protocol

All students and staff will be required to complete a health screening, daily, prior to entering the building, getting on a bus to come to school, or prior to being dropped off. Student screenings will be recorded on the Pick up Patrol App or Genesis, while staff will complete a screener form.

All screenings will require temperature taking as well as a check for COVID-19 related symptoms. Individuals with a temperature of 100.4 degrees or above will be quarantined. Quarantined students will be escorted to an isolation space until parent/guardian contact is made and the transportation home is arranged. This space will be supervised by district personnel. Symptomatic individuals who are not students will be denied access to the buildings. District personnel working in the COVID isolation space will be equipped with an N95 mask, eye protection, gown, and protective gloves. Furthermore, any student or staff that screen positive for COVID-19 related symptoms will immediately be isolated and quarantined. Students will proceed to the supervised quarantine area in each building where they will await pickup from a parent or guardian. Students and staff will not be permitted to return to in person instruction until cleared by a physician. Students and staff will participate in Distance Learning if quarantined. Anyone who tests positive for COVID-19 may not return to school until they are cleared by a physician and have quarantined for the appropriate amount of time as per the CDC guidelines.

If/when there is a Confirmed Case:

(Student or Faculty)

- May recommend school-wide virtual instruction for a day to allow health department to complete investigation and contact tracing
- All students and faculty in class or on bus with a confirmed case are quarantined for 14 days
- Confirmed case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improve

CRITICAL AREAS OF OPERATION

continued

Health Screenings and Protocols continued

If/when there is a Probable Case:

(Student or Faculty)

May recommend school-wide virtual instruction for a day to allow health department to complete contact tracing investigation

- All students and faculty in class or on bus with a probable case are quarantined for 14 days or until Probable Case tests negative
- Probable Case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved.
- Probable Case is recommended for testing

Reported Symptoms of COVID-19 with no known exposure to a confirmed case:

(Student or Faculty)

- Student and faculty member with symptoms of COVID-19 stays home for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved.
- May return earlier after negative COVID-19 test or alternative diagnosis is confirmed
- Symptomatic person is recommended for testing

Close Contact

(Student or Faculty)

- Student or faculty that are close contacts of confirmed cases outside the school will quarantine for 14 days from last date of exposure

CRITICAL AREAS OF OPERATION

continued

Lockers

During our distance learning and hybrid schedule learning, there will be no locker usage. Hallway lockers at BIS will not be assigned or in use. All gym lockers and locker rooms will not be in use as well. Students will bring belongings to and from school based on their instructional schedule for the day. Items should not be left in school on any given day. Administrators and staff will ensure that students are asked to carry the fewest number of items possible each day (The Road Back, pg. 24).

Lunch/Snack

Lunch will not be served at school at any point during Hybrid learning. This is to ensure the safety of all students and staff and reduce the risk of spreading germs and viruses. Lunch will be offered on a "grab n go" basis. Lunches will be bagged and labeled for students to pick up at dismissal and take home to eat. Lunch need to be ordered for two days at a time. During at home, virtual instruction, students who qualify for free and reduced lunch will receive a meal from Maschio's Food Services. These meals will be provided at the conclusion of each in person day. Any student absent from an in person instructional day will be able to pick up their meal at Byram Schools. We are currently exploring an outdoor snack and mask break options. The frequency of these breaks will depend on many factors but could include the age of the child and the temperature inside the classroom.

Manipulatives and Shared Objects

Manipulatives and materials in the classroom will be limited as much as possible. Teachers and staff may request parents to provide individual manipulatives for their child. Any shared manipulatives, hands on materials and/or resources used must be sanitized and disinfected immediately after use. Classrooms will be provided with sanitation and cleaning supplies for staff and students to use to clean and disinfect after each use. All related arts manipulatives, equipment, hands on materials & resources that are shared, with the exception of paper, will be prohibited.

CRITICAL AREAS OF OPERATION

continued

Recess/Physical Activities/Breaks

Recess and Physical Education/Activities will take place remotely on a daily basis. All Related Arts staff will provide lessons and activities for students to complete remotely.

While in school, the district is currently exploring outdoor mask breaks and snack breaks, staggered throughout the day to maintain social distancing. The frequency of these breaks will depend on many factors but could include the age of the child and the temperature inside the classroom.

Each teacher/class will be responsible for coordinating mask breaks and snack breaks with their team/grade levels and administration as to make sure social distancing protocols are followed and designated outdoor areas are not over populated.

Safety Drills

Safety drills will continue to be conducted in accordance with the requirements of the State of New Jersey and New Jersey Department of Education.

Students & Staff at High Risk

Appropriate school administration will assure that students and staff that are at high risk are provided proper accommodations to mitigate risk of exposure to COVID-19. Any students at high risk will be provided the opportunity to learn virtually by choosing the 100% Remote Learning option. Staff that are at high risk will be provided the proper PPE necessary to mitigate and reduce the risk of exposure to COVID-19.

Reasonable accommodations will be provided for students & staff the CDC states as being at high risk:

Cancer; Chronic kidney disease; COPD (chronic obstructive pulmonary disease); Immunocompromised state (weakened immune system) from solid organ transplant; Obesity (body mass index [BMI] of 30 or higher); Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies; Sickle cell disease; Type 2 diabetes mellitus

CRITICAL AREAS OF OPERATION

continued

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what is known at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19:

Asthma (moderate-to-severe); Cerebrovascular disease (affects blood vessels and blood supply to the brain); Cystic fibrosis; Hypertension or high blood pressure; Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines; Neurologic conditions, such as dementia; Liver disease; Pregnancy; Pulmonary fibrosis (having damaged or scarred lung tissues); Smoking; Thalassemia (a type of blood disorder); Type 1 diabetes mellitus

CRITICAL AREAS OF OPERATION

continued

Schedule

Below is the proposed schedule for September and October for our A/B Day assignments. November through June will soon follow. The day will commence at 8:50 and dismissal will begin at 1pm.

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Staff In-Service	2 Staff In-Service	3 Staff In-Service	4 Staff In-Service	5
6	7 Labor Day Closed	8 A In-Person B - Remote	9 B In-Person A - Remote	10 A In-Person B - Remote	11 B In-Person A - Remote	12
13	14 A In-Person B - Remote	15 B In-Person A - Remote	16 A In-Person B - Remote	17 B In-Person A - Remote	18 A In-Person B - Remote	19
20	21 B In-Person A - Remote	22 A In-Person B - Remote	23 B In-Person A - Remote	24 A In-Person B - Remote	25 B In-Person A - Remote	26
27	28 A In-Person B - Remote	29 B In-Person A - Remote	30 A In-Person B - Remote	1	2	

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 B In-Person A - Remote	2 A In-Person B - Remote	3
4	5 B In-Person A - Remote	6 A In-Person B - Remote	7 B In-Person A - Remote	8 A In-Person B - Remote	9 B In-Person A - Remote	10
11	12 A In-Person B - Remote	13 B In-Person A - Remote	14 A In-Person B - Remote	15 B In-Person A - Remote	16 A In-Person B - Remote	17
18	19 B In-Person A - Remote	20 A In-Person B - Remote	21 B In-Person A - Remote	22 A In-Person B - Remote	23 B In-Person A - Remote	24
25	26 A In-Person B - Remote	27 B In-Person A - Remote	28 A In-Person B - Remote	29 B In-Person A - Remote	30 A In-Person B - Remote	31

CRITICAL AREAS OF OPERATION

continued

Traffic Patterns

Traffic flow and patterns will be school specific and is currently being explored.

Traffic Patterns

The district will work cooperatively with Byram Bus Company to adhere to state and federal guidelines for student transportation. Buses will be limited to 1 seat per child (22 students) to maintain social distancing. All students riding the bus will be required to wear a mask at all times.

Travel Advisory

Any student or staff member traveling internationally or on a cruise ship or to any state flagged on the NJ.gov site travel ban, will be required AND expected to self quarantine for 14 days upon return home from the trip. Students or staff on home quarantine are expected and required to participate in the Distance Learning option until the period of quarantine has expired and the student or staff shows no signs or symptoms of COVID-19.

Visitors

During the COVID-19 Pandemic, no visitors will be permitted in the buildings. Appointments shall be conducted via a video conference call, Zoom or Google Meet, whenever possible. Please schedule your appointment directly with the staff member or main office to ensure a meeting time and format. Any visitor granted permission into the building, they should go no further than the main office and are required to wear a mask and follow all social distancing guidelines.

Any visitors dropping off student materials or belongings should use the appropriate school drop off location outside of the building near the main entrance.

Ventilation

All classrooms will operate with open windows and doors to help circulate and bring in fresh air. Ventilation systems have been inspected and new filters have been installed. Ventilation system will run according to CDC guidelines in order to bring in fresh air to each building and each room. Unvents will remain open and circulating to continue to bring in fresh air. Students and staff will take outdoor breaks to get fresh air on a staggered schedule that will be developed in coordination with their team/grade level and administration.

CONTINUITY OF LEARNING

Listed Alphabetically

Curriculum, Instruction and Assessment

All students will have equitable access to remote learning technologies as well as in-person instructional resources regardless of grade band or content area. Instruction and assessments will be conducted accordingly at the discretion of teachers and the administration. All staff will be provided with training and planning time for instructional techniques during the first 4 In-Service Days on September 1-4th. All staff and administration will utilize, as always, a full CST Team, Guidance Counselors, and Response to Intervention (RTI) personnel to provide a comprehensive support system for our students. Procedures will continue to be in place for students who are in need of interventions and will be followed as necessary.

Pre-assessments may be used as a diagnostic tool to determine knowledge in gaps in course content as needed. Formative assessments are continually ongoing and documented by staff in various forms including Genesis, our primary student information system.

Delivery of Special Education

CST will continually monitor students on their caseloads to ensure all IEP goals and objectives are being followed. Classroom aides and para-professionals will be present where applicable for both virtual, and in-person instruction where mandated by IEPs.

Related services will continue to be provided, either in person or virtually as indicated by the student's IEP or case manager. Evaluations will be completed in a timely manner to the greatest extent possible.

Clear and consistent communication will be utilized for communication with parents and guardians, as always, to ensure that we are aware of issues that arise so they may be addressed in a timely manner.

Instruction

A daily schedule is provided in the resource section of this plan that engages classroom instruction either in-person or remotely. With the hybrid design, learning expectations can remain consistent, yet provide flexibility for instruction and learning outcomes. A hybrid design will allow time for teachers and staff to meet with students in the afternoon, virtually once students are dismissed. Grade levels bands, teacher and counselors will design and communicate their office hours at their discretion.

CONTINUITY OF LEARNING

continued

Professional Learning

Staff will be provided with 4 days of professional development and training prior to the start of the school year on September 1-4, 2020. In addition, staff will receive daily common planning time to plan and coordinate across grade levels and content area. This planning time will occur after the students are dismissed from in-person instruction. All committees will meet as scheduled, virtually. In the event more training is needed, parents will be notified as early as possible to allow for proper work or childcare arrangements can be made.

Social and Emotional Learning (SEL) & Climate and Culture

Social and Emotional Learning for students and climate and culture will play a critical role in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning (The Road Back p. 33). Students and staff will be face with new, intimidating routines and circumstances. (The Road Back p.33). In an effort to address these challenges that lie ahead, the district will be provide professional development in the integration of SEL, as well as resources and tools to help staff identify and work with students that potentially faced trauma during the COVID-19 school closures.

Technology and Connectivity

All students will be supplied with district devices for use during remote instruction with the exception of grade P-1, unless noted otherwise. The district will provide a needs assessment to identify households in need of multiple devices or mobile hotspots for internet access. Students, parents, and staff will have direct access to our Technology Department who will assist with any problem that may arise. The technology department will provide troubleshooting, tutorials and remote assistance. Internet filters and monitoring software will be utilized on all district provided devices. All lessons in the classroom will be streamed live in order to provide virtual learners the opportunity to see their teacher live as well as continue to move through the curriculum in a more timely manner.

RESOURCES

Helpful Resources

[The Road Back - Restart & Recovery Plan for Education](#)

[NJEA Education Recovery Plan](#)

[Johns Hopkins Grand Rounds COVID-19](#)

[BTSD Parent Survey Results](#)

[BTSD Staff Survey Results](#)

[September & October A/B Schedule](#)

[Cleaning Supplies](#)

64H - Neutral Disinfectant Cleaner - used to clean frequently touched areas; tables, chairs, door handles, lights switches, etc.

Botanical Disinfectant Solution - used in handheld electrostatic sprayers for buses and classrooms.

Island Escape Hand Sanitizer - used for hand sanitizing stations