

RESTART & RECOVERY PLAN

Restart and Recovery Plan



Delaware Township School
District

Board of Education

Fall 2020

RESTART & RECOVERY PLAN

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July 2020

Dear Members of the Delaware Township School Community,

Never before has public education been charged with a task as unique and challenging as the one we face right now. This plan is the result of efforts from all of our stakeholder groups. To all of those who helped in developing this plan, we thank you! This would not be possible without the support and input from Board members, faculty, staff, administration, and parents.

I am excited to share with you the DTS Restart and Recovery Plan. Prior to receiving guidance from the NJ Department of Education, we began thinking about what reopening might look like. Once the DOE's guidance was released our Restart Committee (or Reopening Task Force) began the detailed task of gathering information to put into this plan to ensure a safe return to school in the fall. The New Jersey Department of Education guidance document specifically calls for our brick and mortar school to be open in the fall by stating, "... absent a shift in the public health data, school buildings will open in some capacity for in-person instruction and operations in the fall." Therefore, the Restart Committee envisioned a reopening with in-person instruction along with an option for fully virtual instruction. Our plan includes several sections which represents much of the work from the Task Force and Restart Sub-Committees. In addition, the plan also includes references to the NJDOE guidance document to ensure compliance.

This document is meant to serve as our restart plan. Given the every-changing nature of the COVID-19 pandemic, we anticipate changes may occur to this plan as the summer and fall progress. We will communicate any revisions that may need to occur in the future.

I would like to thank the members of the Task Force and the Restart Sub-Committees for giving up their valuable time to provide input into this plan. This was a monumental undertaking and all feedback was considered. In fact, throughout the process, parents, teachers, staff, Board members and administrators all provided insightful feedback that has informed our planning. I look forward to a safe return to school and a productive 2020-2021 school year.

Sincerely,

Dr. Richard Wiener
Superintendent

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Introduction

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

The Board of Education Restart and Recovery Plan (Plan) has been developed to be consistent with the requirements in the NJDOE Guidance with consideration to the school district's local needs in order to ensure school(s) in the district reopen safely and are prepared to accommodate students' unique needs during this unprecedented time.

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 not listed in the school district Plan, but school officials have reviewed and incorporated the “considerations” included in the NJDOE Guidance when developing the Plan.

The NJDOE Guidance uses the term “should” throughout the document when referencing “anticipated minimum standards ... that school districts should incorporate into their reopening plans as definitive components related to health, safety, and operations.” Therefore, those provisions in the NJDOE Guidance listed as “anticipated minimum standards” have been interpreted to be required components in 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 Superintendent of Schools or a designee of the Superintendent of Schools.

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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. Also included in the Appendices section is a chart that includes all websites and outside guidance information that are listed in the NJDOE Guidance.

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.

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General Health and Safety of Students and Faculty/Staff

These provisions are consistent with the Board's general obligation to ensure the health and safety of its students and faculty/staff which is the Board's number one priority and has guided all decisions of the Board's plan.

1. The school nurse, administrator(s), and school safety specialist will establish and maintain communication with the Hunterdon County Health Department to obtain current mitigation levels in Hunterdon County and Delaware Township.
2. Administrators will ensure faculty/staff and students who are at high risk for severe illness are protected and supported and appropriate accommodations will be provided.
 - Accommodation requests by faculty/staff will be discussed on a case by case basis.
 - Accommodation requests by students will be discussed on a case by case basis.
 - Leaves for staff will be in accordance with Board policy and the Federal Department of Labor requirements.

Classrooms, Hallway, Stairwells, and Office Set-Ups

1. Classroom:
 - Classrooms are being designed to accommodate the maximum number of students while maintaining six foot spacing between assigned student seating.
 - All desks will be forward facing.
 - Excess furniture and classroom supplies shall be removed to accommodate additional spacing needs
 - Plexiglass dividers will be placed between double desks, lab tables, Applied Tech work stations, and computer stations in the computer lab.
 - Teachers will have plexiglass dividers for small group tables and teacher desks.
 - Hand sanitizer dispensers will be located in every classroom.
 - Cleaning spray and wipes will be available in every classroom to periodically clean desks and often touched surfaces.
 - Outdoor spaces can be used weather permitting.
 - Students will be required to bring their own classroom supplies. There will be no sharing of materials.
2. Hallways:
 - Hallways will be divided down the middle and appropriate passage on one side of the hallway will be consistently reinforced.

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- Face coverings will be required in hallways when social distancing cannot be maintained.
 - Markings and signage will be posted to promote social distancing.
 - Hand sanitizer dispensers will be located in hallways.
3. Stairwells:
- Stairwells will be designated as one-way only as follows:
 - 1st/2nd grade to 4th grade stairwell – DOWN only
 - 3rd grade to 5th grade (across from the elementary art room) – UP only
 - 3rd grade to 5th grade (end of hallway) – CLOSED to students
4. Offices:
- All administrative assistant desks will be equipped with plexiglass shields.
 - A plexiglass shield will be placed on the main office counter.
 - Every office space will have a hand sanitizer dispenser located near the door to the office.

Air Flow and HVAC Settings

The district recognizes the needs to create additional passive air circulation and introduction of increased outdoor air into the building to promote safety. HVAC units have been adjusted to increase outside air flow into the building and windows shall be opened when feasible. Vent angles shall be adjusted as necessary to prevent direct, active air flow across surfaces, as airflow is preferred to be indirect to prevent direct spread of water droplets in the air between students and staff. Passive air circulation from adjacent rooms and hallways shall occur, unless safety or privacy prohibits. Filters with a MERV rating of 13 have been utilized at DTS for the past 4 years. We recently installed MERV 15 filters which filter out bacteria, viruses, and sneeze droplets three times per hour. Under our recent referendum allowed us to install new HVAC unit ventilators in every classroom in the middle school that replaces the old heat units and window air conditioning units.

Transportation

Hunterdon Central has designed safe bus transportation guidelines that include mandated face coverings and socially distant seating.

Staff

- All staff will be provided with signs and symptoms of the Covid 19 virus so they can identify any potential problems;
- Staff will review proper use of PPE to include disposing of gloves, using hand sanitizer, proper use of facial masks and face shields;
- Any driver that exhibits or complains of any illness which falls into the Covid 19 criteria will not be allowed to perform their routes.

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Drivers

- All drivers' district and contractor will receive training on the signs and symptoms of the Covid 19 virus;
- Prior to leaving the bus yard the dispatcher will take the drivers temperature. Any driver with a 100.4° temperature or higher will be sent home;
- Drivers will encourage students to use the hand sanitizer as they enter the bus;
- All students will have their face mask properly secured on their face. In the event a student forgets his/her mask, one will be provided for them. A list of students requiring a face covering will be reported to school administration;
- Schools will notify transportation if any student has a medical condition which prohibits them from wearing a mask. The driver will have a notation on the route sheet indicating this. Drivers will assign this student a seat in the front of the bus which social distances this student;
- Any student that refuses to wear a mask properly will be written up on an incident report and turned into the receiving school administrator. Additionally, any student refusing to wear a mask will be placed on a seat in the front insuring 6 feet of social distancing. The driver will notify the dispatcher so a school administrator can meet the bus and take the student inside the school.

Students that exhibit signs of any illness will be seated in the front of the bus, insuring 6 feet of social distancing. The driver will notify district dispatcher, who will notify the receiving school. The student will be met by an administrator to take the student inside the school.

- Students will board the bus going to the back and sit down to minimize students passing one another in the aisle. When the bus unloads in the morning they will empty from the front of the bus first. Drivers may assign seats to student to facilitate social distancing;
- Drivers will wear a face mask at all times and in the event they need one, it will be provided to them. Additionally, face shields will be available to the drivers in the event they want one to wear with the mask. Drivers will be responsible for maintaining and cleaning the face masks and shields.

Vehicles

- All district vehicles used to transport students will be sanitized mid-day and nightly using an electrostatic sprayer;
- The district has ordered a shield vinyl barrier, which encases the driver's area on each bus;
- Hand sanitizer will be located in the front of the bus for driver/student use;
- Drivers will be advised to have the bus windows open when possible to introduce outside air;
- Drivers will be provided with a spray bottle with sanitizing solution, paper towels, and gloves to use as needed during routes. Touch surfaces will be cleaned with

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the spray solution as soon as the bus empties and before moving on to the next route.

Screening, PPE, and Response to Students and Staff Presenting Symptoms

1. Wellness assurances for students and faculty/staff:
 - By completing the COVID-19 Questionnaire, parents are required to assure DTS that their child(ren) do not have any of the below signs or symptoms of any illness –
 - a) Fever of 100° or greater
 - b) Cough
 - c) Shortness of breath
 - d) Chills
 - e) Repeated shaking with chills
 - f) Muscle pain
 - g) Headache
 - h) Sore throat
 - i) New loss of taste or smell
 - j) Fatigue
 - k) Congestion or runny nose
 - l) Nausea or vomiting
 - m) Diarrhea
 - Parents are required to screen their children daily for any of the above signs or symptoms.
 - Parents will be required to notify the school nurse of any travel outside of New Jersey.
 - Faculty/staff are required daily to assure DTS that they do not have any of the above signs or symptoms.
2. Face coverings:
 - All faculty/staff will be required to wear face coverings at all times.
 - Faculty/staff and students will be required to wear face coverings when social distancing of 6 feet cannot be maintained, including in classrooms.
3. Wellness checks at school:
 - Faculty/staff will visually check students for any symptoms upon arrival at school. Faculty/staff will be trained in recognizing the signs and symptoms of COVID-19.
 - The school nurse or designee may also be conducting random temperature checks during the school day in a respectful and non-intrusive manner.
4. Education on signs and symptoms:
 - The district shall post signage throughout the building including, but not limited to, entrances and exits, hallways, cafeteria, gymnasium,

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- classrooms, bathrooms, playgrounds, etc. Floor markings and designated assigned seating in the cafeteria will be maintained.
- Faculty/staff will be provided training relating to health and safety protocols. Communication with parents will be regular and frequent.
 - Safety measures will be taught to students and reinforced during the school day (appropriate hand hygiene, respiratory etiquette, and wearing a face covering).
5. The district will have a supply of PPE that could be supplied to faculty/staff and students as needed:
 - Face coverings
 - Gloves
 - Face shields
 - Plexiglass barriers
 - Gowns
 6. Procedures for symptomatic student or faculty/staff at school:
 - Isolation room: faculty/staff or students experiencing symptoms related to COVID-19 will be respectfully placed in an isolation room (room 303) until such time the student is picked up from school or the faculty/staff member can safely exit the building and go home.
 - Students experiencing symptoms must be picked up in a timely manner by a parent/guardian/emergency contact.
 - Exclusion guidance from the Department of Health is listed below. This guidance may be updated as the summer continues. The chart provides information for excluding individuals testing positive or having symptoms of COVID-19:

If ...	Then ...
Individuals who have symptoms of COVID-19 AND <ul style="list-style-type: none"> ▪ 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 → 	<ul style="list-style-type: none"> ▪ At least 10 days have passed since their symptoms appeared AND ▪ They have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever) AND ▪ Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved.)
Individuals who have NO symptoms and have tested positive should stay home and away from others until →	<ul style="list-style-type: none"> ▪ 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 →	<ul style="list-style-type: none"> ▪ 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.

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Individuals who are identified as a close contact (close contact is within 6 feet for at least a period of 10 minutes) should →

- Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative.

Response to positive case at school:

The administration and the Pandemic Response Team will work collaboratively with the Hunterdon County Department of Health to ensure we follow protocols if a faculty/staff member or student tests positive for COVID-19. Once a positive case is identified, the district will assist the Department of Health with contact tracing. Our protocols will follow the guidelines set forth by the Hunterdon County Department of Health.

Scenario	Closure
1 confirmed case in the school	School remains open*; students and faculty/staff in close contact with positive case are excluded from school for 14 days.
2 or more cases in the same classroom (outbreak limited to one cohort)	School remains open*; students and faculty/staff in close contact with positive case are excluded from school for 14 days. Recommendations for whether the entire classroom would be considered exposed will be based on public health investigation.
2 or more cases within 14 days, but are linked to a clear alternative exposure that is unrelated to the school setting and unlikely to be a source of exposure for the larger school community (e.g. in same household, exposed at the same event outside of school)	School remains open*; students and staff in close contact with positive cases are excluded from school for 14 days.
2 or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts)	Recommendations for whether school closure is indicated will be based on investigation by local health department.
A significant community outbreak is occurring or has recently occurred (e.g., large event or large local employer) and is impacting multiple staff, students, and families served by the school community	Consider closing school for 14 days, based on investigation by local health department.
2 or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts)	Close school for 14 days.
Very high risk of community transmission (refer to COVID-19 Regional Risk Level Matrix)	Close school until COVID-19 transmission decreases.

*Note: A temporary closure may also be considered for a period of 2-5 days if a student or faculty/staff member attended school while potentially infectious, before being confirmed as having COVID-19. This

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short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

Contact Tracing

The Department of Health defines contact tracing as a strategy used to determine the source of an infection and how it is spreading. Finding individuals who are in close contact with a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus.

A contact tracing team from the Hunterdon County Health Department or the NJ Department of Health calls anyone who has tested positive for COVID-19. They ask specific questions about their activities within certain timeframes, to help identify anyone they have had close contact with.

School faculty/staff will assist administration and the Pandemic Response Team in identifying close contacts of positive COVID-19 cases. This will be done in conjunction with the health office. Parents will need to notify the school nurse of any positive COVID-19 cases within their household. DTS ensures confidentiality based on FERPA guidelines.

Pandemic Response Team

The Delaware Township School Pandemic Response Team will consist of a cross section of stakeholders such as: an administrator, teachers, child study team member(s), school counselor(s), school nurse, school safety specialist, custodian, and parents. The team will be responsible for:

- Overseeing the implementation of the Plan, particularly health and safety measures, and providing safety and crisis leadership;
- Adjusting or amending school health and safety protocols as recommended by the Hunterdon County Department of Health;
- Providing faculty/staff with support or training;
- Review of data related to health, safety, and the presence of COVID-19;
- Developing procedures that foster a safe and supportive school climate;
- Providing necessary communications to the school and district;
- Creating pathways for community, family, and student voices to continuously inform the Team's decision making.

Facility Cleaning Practices

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The district will do its best to ensure the safety and health of all students and faculty/staff by implementing the following practices:

- Maintenance staff will review and receive retraining on cleaning and enhanced sanitation practices and safety protocols.
- Administration, faculty/staff, and substitute teachers will receive training on cleaning practices and safety protocols.
- Maintenance staff will conduct daily cleaning and sanitizing of classrooms, restrooms, cafeteria and kitchen.
- Deep cleaning using enhanced protocols will be conducted periodically or as necessary.
- Implementation of improved sanitation and personal hygiene practices for both students and faculty/staff with the addition of hand sanitizing dispensers in every classroom, office, and throughout the building.
- In areas where hand washing may not be available, sanitizing gel and disinfecting wipes will be available (all entrances, cafeteria, gym).
- Face shields, gloves, plexiglass barriers, and additional PPE will be provided to faculty/staff as needed.
- Additional face coverings will be available to faculty/staff, students, and visitors; however, everyone is required to bring their own on a daily basis.
- Restrooms and high touch areas (hand rails, door knobs, etc.) will be cleaned/sanitized on a rotational basis during the school day. Daily logs will be kept to certify that the areas are being checked and cleaned.
- Cafeteria tables/seats will be cleaned and sanitized between lunch periods.
- Implementing safe/social distancing practices through classroom arrangement, cafeteria seating, and hallways. Exterior sidewalk areas will be marked to encourage safe distancing during arrival/dismissal and parent pick up and drop off.
- If a student or faculty/staff member experiences symptoms, that classroom/area will be closed and sanitized per NJDOE, Hunterdon County Health Department, and CDC guidelines.

Nutrition and Food Service

For the safety of all, no edible birthday snacks are allowed. Non-food items can be sent in separate bags for each child in the class, if desired.

This section focuses on Nutrition and Food Services as we reopen school. Delaware Township School contracts with Maschio's Food Services, Inc. to provide meals in school. DTS and Maschio's are committed to providing nutritional food options for students within guidelines established by the National School Lunch Program. DTS is committed to providing meals to students who qualify for free or reduced lunch. In order to do this, we are taking the following steps:

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- Identify students who are eligible for free/reduced lunch programs.
- Work with Maschio's to identify the number of meals needed daily for students who are eligible for food service each day.
- Provide pre-packaged meals to students based on accepted meals through a district form/claiming procedure in conformity with National School Lunch Program guidelines.
 - For students in the building, boxed lunches will be available in the cafeteria;
 - For students opting to learn 100% virtually, if deemed appropriate by State guidelines, pick up of meals will occur to students who qualify for free/reduced lunch.

Safety Measures

The following safety measures will be undertaken:

- Pre-packaged meals
- Assigned seats in the cafeteria with spacing at minimum of 6 feet apart to allow for face covering removal for food consumption. Face coverings will be worn until seated at designated seats and when in line for lunch.
- Reduced capacity in cafeteria and lunch serving lines to promote social distancing. Cohorts (homerooms) will eat lunch in the classroom on a rotating basis with coverage for teacher lunches.
- Students will give the lunch server their ID number and will not use the touch pad number entry.
- Cleaning between lunch periods, increased frequency of hand washing and usage of hand sanitizer, enhanced availability of disinfecting supplies (i.e., gloves, hand sanitizer, spray cleaners, etc.), and physical barriers at the lunch counters.
- Signage on walls, floors, and seats.

Department of Agriculture Information:

The following information is provided to ensure this preparedness plan meets requirements set forth by the New Jersey Department of Agriculture to provide food service for families in need:

- SFA Name: Delaware Township Board of Education
- Agreement #: 01901040
- Date meal distribution will begin: September 8, 2020 (first day of school)
- Date meal distribution will end: June 22, 2020 (last day of school)

Communication

Clear and consistent communications with stakeholders are vital to successful implementation. The school website, Listserv, teacher websites, Google Classroom and Seesaw has been established for information and is regularly maintained, with outdated

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information removed to ensure that messaging remains clear to all stakeholders. Recognizing that flexibilities in implementation come with unique challenges, DTS will share strategies and rationale with parents and other members of the local education community.

For the most up-to-date information:

1. Faculty/staff, students, and parents need to check their email often.
2. Visit our district website, including the Return to School Plan.
3. Follow our social media platforms, Facebook at <https://www.facebook.com/dtsk8nj.org/> and Twitter: Delaware Township School@DTS_K8.
4. School website, teacher websites, SeeSaw PK-2; Google Classroom Grades 3-8
5. Staff will continue to streamline information flow for easiest, most accessible methods of communication to students and families.
6. When staff is present in the building, you can also call your child's teacher. Please leave teachers a message.

Instructional Schedule

Throughout the remainder of the COVID-19 crisis, we will operate through one or more of three separate scenarios, with the selection of any scenario at any time determined by specific gatekeeping criteria in public health indicators, such as infection rate, positive test rate, and others with guidance from the Hunterdon County Department of Health. Shifting conditions may require that the district move from one scenario to another, either more or less restrictive. This may happen as a result of a change in public health conditions in our community, a spike in positive cases among students and/or staff, a closure order from a governmental agency, or other situations. In all decisions, we will work to balance our goal of returning to school with the need to keep everyone medically safe, and to contribute to county-wide public health imperatives.

No matter which scenario we choose, individual staff and students with health and other considerations may need to remain on virtual instruction/work. Delaware Township School intends to offer flexibility where possible in offering virtual instruction/work.

Scenario A: Welcome Back to DTS (09/01/2020 to present)

This scenario allows for full attendance of faculty/staff and students, except where health considerations require any person to remain at home. In this scenario, we operate our full program in school with adjustments to schedule and other practices.

- Face-to-face instructional days will mirror what occurs in the traditional in-person classroom but with appropriately socially distanced class sizes. These days will provide opportunities for more small group lessons, guided practice, hands-on

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activities, lab explorations, intervention programs, and other services for eligible students.

- Significant changes to some practices are possible, in the most restrictive and intensive versions of this scenario.
- It is important to note that when the school district will be operating a full day of instruction each day, students and families who are learning virtually during the day may access live lessons and would have asynchronous assignments throughout the duration of the academic day.
- Specials will be operating on a schedule which will allow students to experience immersion in one or two specials only per marking period. This will protect our teachers' exposure, and facilitate a more user friendly schedule for parents if we return to full virtual instruction.
- School began on a half day morning schedule and will be revisited for full day instruction. During half days, classes will meet in the morning on an early dismissal schedule, with the afternoon reserved for virtual instruction. In this example, lunch would not be served to students and students will work at home on assignments during the afternoon.
- Students attending school in-person will have attendance taken as usual in their homeroom class.

Scenario B: Hybrid 50/50 (Currently not in use)

The second scenario could involve reducing the number of staff and/or students, requiring us to mix large-scale virtual instruction with in-person instruction in order to offer our program. Different shifts (cohorts) of students may report each day for in-person instruction, for example, while those who do not report will work on virtual instruction.

- For example:
Half of DTS students will attend DTS for one week, while the other half receives virtual learning at home. The following week these two groups would switch, again with half of DTS students in the school building while the other half receives virtual learning. Siblings would be grouped within the same cohort so they will attend school and receive virtual instruction at home during the same weeks.

Scenario C: Virtual Instructional Academy

The DTS Virtual Instructional Academy (referred to as VIA) will be available for families who opt into it or if the state or county health agencies require a full school closure.

For opt-in only – A Google Meet time will be provided for middle school students that follows the middle school virtual instruction weekly schedule for the afternoons during

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half days. The elementary teachers will tailor their afternoon schedule to their virtual students, and communicate that to students and parents.

Please note as of 09/17/2020: as teachers move to live streamed lessons in the mornings, those teachers will not be Google Meeting at their given time slot with the students. These teachers will establish published office hours for students to ask questions and seek clarification of assignments.

Grade 6

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1:30-2:00	Science	Math	SEL Activities	Science	PE/Health
2:05-2:35	LA	Specials	Spanish	LA	Math
2:40-3:10	SS	High Math	High Math	SS	Technology

Grade 7

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1:30-2:00	Math/High Math	LA	Math/High Math	LA	Specials
2:05-2:35	Science	SS	PE/Health	SS	SEL Activities
2:40-3:10	Spanish	Spanish	Science	Technology	

Grade 8

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1:30-2:00	LA	PE/Health	LA	Math or Technology	Math
2:05-2:35	SS	Science	SS	Science	Spanish
2:40-3:10	SEL Activities	Alg I	Alg I or Technology	Spanish	Specials

- Students are expected to keep their cameras on. If they do not, teachers will require 3 check-ins when requested; and will ask questions randomly to check for attendance and understanding.
- For attendance, students and parents opting for a fully virtual program will log into class meetings according to the student's schedule developed by the teacher, in order to be counted as present. Teachers will contact virtual students for live streamed lessons, virtual meetings individually, or as a small group during the week.

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- Teachers per grade level may be offering a variety of live streaming lessons for students who are opting for a full virtual program. Attendance will be taken during each class period.
- Please contact your assigned teacher for any individualized instructional needs that may interfere with your child's success in the virtual environment.

For full building closure only –

DTS Virtual Instructional Academy will be available to all students if the state or county health agencies require a school closure.

- Google Meet is our primary choice for online face to face instruction to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will deliver the lessons through this platform, but have controlled flexibility to use other platforms. Parents will be informed and instructed on using additional platforms, such as Zoom.
- Students are expected to keep their cameras on. If they do not, teachers will require 3 check-ins when requested; and will ask questions randomly to check for attendance and understanding. Non-participation will result in an unexcused absence or 0 for that day.
- In full day virtual instruction mode, students would work from home while teachers may be required to come into the building daily to teach if the County Health Department deems it safe. That is, all facilities will be closed to students and parents and open for essential personnel as outlined in our emergency closure plan.

Virtual instruction plans per grade level during full building closure:

Pre-K: Parents will be offered two options:

- Virtual instruction in the mornings. Tuition is reimbursed 66% to allow continuity with the student and teacher relationship during forced breaks from the building for shorter periods of time.
- Withdrawal from program with a sixty day notice. Participation in AM virtual instruction will be available until 60 days pass.

K-3-

- Parents/students will access virtual instruction primarily through Google classroom or Seesaw with teacher direction.
- Instruction will take place primarily in the morning as a class.
- Afternoons will see small group instruction as scheduled by teachers.
- Chromebooks will be deployed 1:1 for students in grades 1-3 and on a hardship basis for kindergarten.

4-5-

- Students/parents will access virtual learning through Google classroom.
- Instruction will be scheduled and communicated by the teachers for the full day.
- Chromebooks will be deployed 1:1 for all students.

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6-8-

- Chromebooks have been deployed 1:1 for all students.
- Students will follow their regular school day schedule to meet daily with teachers.
- 8 periods @ 35 minutes each:

Period 1	9:00 AM to 9:35 AM
Period 2	9:40 AM to 10:15 AM
Period 3	10:20 AM to 10:55 AM
Period 4	11:00 AM to 11:35 AM
Period 5 LUNCH	11:40 AM to 12:15 PM
Period 6	12:20 PM to 12:55 PM
Period 7	1:00 PM to 1:35 PM
Period 8 BAND/CHORUS/ SUPERVISED STUDY	1:40 PM to 2:15 PM
Office Hours	2:20 PM to 3:10 PM

Attendance and grading during VIA for opt-in and full building closure:

Attendance

- Students are expected to check in daily with teachers (PreK-5) or attend each class per day (6-8). Non-participation will result in an unexcused absence or 0 for participation.
- Parents are expected to:
 - Contact the school nurse if a student cannot attend class due to an illness;
 - Contact the teacher if the student is having difficulty with an assignment;
 - Contact Mrs. Racile if there are connectivity issues at home;
 - Contact Mr. Perone if there are hardware (Chromebook) issues.

Grading

- Students will be graded during full day virtual instruction in the same way as when students are in person:
 - Grades K-3 use a standards based report card
 - Grades 4-5 use a number based grading scale for language arts and math
 - Grades 6-8 use a number based grading scale for all subjects.

Receiving and Returning Student Work if DTS closes:

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

- In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 3-8 and SeeSaw for PK-2. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.
- In order to additionally support our students instructionally while they are at home, we may offer a paper solution, or at a teacher's discretion based on developmental needs of their students. This system will involve distributing

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paperwork packets to families for the students to complete while at home, along with frequent emailed instruction to either the students directly or to their parents.

- If the family is able to access the internet, all activities can be done online, which will eliminate in person contact for families.
- Teachers choosing packets will communicate how packets will be distributed to families directly.

Packet Distribution

Direct delivery method:

Parents will be informed of packet pick up times, if needed.

Packet Return

1. In the event that the district does not reopen on the set date, instructions to pick up materials or drop off assignments will be given in accordance with this safety plan.
2. In the event that the parent needs to drop off the packet, Delaware Township School will establish a drop-off location. Our drop-off location is the main school entrance of the school. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to practice social distancing and to wear face coverings while dropping off packets. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email using teachers' 'dtsk8nj' account, Google Classroom, etc.) or via photo sharing.

GRADING AND ATTENDANCE

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The traditional grading policy will be followed in all scenarios and is located in the student handbook.

Students are expected to attend school and all classes in each scenario. Attendance procedures can be found in the student handbook.

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate in virtual instruction during closures will be offered additional services and technology options. For promotion to the next grade level, students will need to have completed the requirements outlined in the school's grading policy.

Recess and Physical Education

Delaware Township School supports the physical and emotional benefits of recess and physical education courses, especially outdoors. The district supports students in maintaining a level of physical activity both during in-person and virtual learning. When a student is in school, recess and PE is scheduled.

- Recess will occur daily but will be staggered and will occur by grade level to ensure a minimum amount of students are engaged in recess at the same time.

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Recess will be held outside when possible. Cones, flags, or other markers will notify students of boundaries during recess time, if needed.

- Playground equipment will be cleaned after each use and students will be required to wash hands upon entering the building.
- Students will attend PE class. On the day PE class is scheduled, students will dress in the morning (before school) in attire appropriate for PE class. Locker rooms will NOT be used.
- All equipment used at recess or in PE class will be cleaned after use.

Field Trips, Extra-Curricular Activities/Athletics and Use of Facilities Outside of School Hours

1. Field Trips
 - Out of school field trips will not be planned until further notice. Virtual field trips and virtual assemblies will be utilized.
2. Extra-Curricular Activities
 - Sports
 - Fall school sports have been cancelled.
 - Decisions on winter and spring sports will be made a later date.
 - Clubs
 - Clubs will be determined on a case by case basis based on guidance from the Hunterdon County Department of Health.
3. Use of Facilities Outside of School Hours
 - Delaware Township School will be closed to outside organizations EXCEPT the Hunterdon County YMCA Before and After Care program until further notice.

Academic, Social, and Behavioral Supports

The NJ Department of Education and Delaware Township School recognize that social and emotional learning along with a strong school culture and climate is critical to a child's academic success. DTS deeply values the social and emotional well-being of every student, faculty/staff member, and parent/guardian in our community. The NJ DoE understands that as an educator's social and emotional wellness improves, they are more equipped to successfully support a child's social, emotional, and academic needs. This section outlines DTS's commitment to adult and student social-emotional learning.

The district counselors will offer accelerated professional development opportunities and develop videos and resources for parents and teachers to access. The counselors will

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work with students individually or in small groups to address any well-being needs. Second Steps, a comprehensive Social Emotional Learning (SEL) Curriculum, is being implemented in all classrooms PreK-5.

Student Well-Being:

- Classroom teachers will set and establish clear and fair expectations, boundaries, and routines at the beginning of the school year.
- Prioritize relationships and well-being over assignment and behavioral compliance.
- Implement classroom meetings, connection circles, and/or morning meetings into the instructional schedule to establish classroom community.
- Attend class virtually when possible, so all students participate, if learning from home.
- Meetings can take place more frequently throughout the week.
- Conduct weekly student wellness checks.
- The students who are learning virtually will get to participate when they come to school. The classroom teacher can conduct virtual mental health conferences based on the data they have collected. If necessary, they can have further conferences for students who require more support. Tier 2/Tier 3 supports will be considered for students who require further mental health services.
- Incorporate daily brain breaks into the classroom schedule.
- The NJDOE anticipates a high influx of students who may need social/emotional support once schools reopen in the fall. Therefore, the district will continue to provide support for students to address concerns relating to their social and emotional well-being.
- Make sure that every student has one caring adult they can check in with every day.

Parent Well-Being:

- Provide frequent communication (balance between things that are going well vs. areas that need improvement).
- Opportunities for parents to participate in self-care activities and exercises.
- The school website will have a space for parents and guardians to read articles relating to social and emotional learning tools and strategies to implement at home. Articles can also include strategies to support virtual home instruction.
- Guidance teams will collaborate to provide virtual workshops related to SEL. These workshops may be recorded and shared virtually to accommodate all families.

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Equity and Priority Student Populations

The Delaware Township School District anticipates that many students likely made less than one full year of academic growth during the 2019-2020 school year. The move to a fully virtual learning environment happened quickly and created significant challenges for staff and students, particularly students already considered at risk. The Delaware Township School recognizes a one-size fits all plan to accommodate hybrid and virtual learning is neither feasible nor appropriate to meet the needs of our special populations. The district has incorporated unique considerations to ensure continuity of learning as well as the health and safety of students and staff within the least restrictive learning environment.

Access to Technology

The technology department continues its commitment to deploy Chromebooks on a one-to-one basis for students in our district. This will ensure that students have access to a device for their virtual learning days. DTS has purchased ‘hot spots’ for families without internet in order for all students to access virtual instruction.

Special Education and English Language Learners (ELL)

The NJDOE guidance document charges districts with considering issues of equity in their student population and further asks districts to identify students that may require additional or specialized services during this unique learning experience. Special education students in self-contained programs and ELL students will be prioritized. Parents will be contacted with specific instructions for their child’s learning.

Struggling Student Support:

Re-entry Plan: For K-5, we will gather data through a baseline assessment using Link It, Aimsweb, DRA, and/or Razkids for reading and Aimsweb and Link It for math.

Tentative Dates:

- September 2020: Aimsweb will be administered school-wide and instructions will be sent to parents of VIA students.
- October 2020: Link it, Test A (grade level) will be administered school wide.
- January 2020: Link it Test B will be administered school wide.
- Teachers will utilize pre-assessments, formative assessments, reviewing student work, conferences, and parent feedback to assess student progress.

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-3 since they are foundational grade levels.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade

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level standards within our curriculum instruction, while accelerating the pace as appropriate.

- We will use our established RTI instruction and instructors to work in closing individual gaps.

At Home Learning Packets, Online Learning: Should it be needed, we would like our instruction to be uniform across the board. Teachers may choose to create packets for certain grade levels that we would use as “Emergency Go-Packets” for short-term closures. We may convert these packets to digital copies for Google Classroom as well. Updated online resources will continue to be available through the teachers’ websites, and Google Classroom.

Strategies to help close gaps and help struggling students:

Teachers need to know exactly what students are doing well and precisely where they need to focus their attention. Using formative and benchmark assessments (AimsWeb Plus, LinkIt, etc), teachers can pinpoint where students have gaps and intervene accordingly. Teachers can develop differentiated lessons to meet each individual student's needs. Differentiation also enhances motivation and engagement.

Struggling students may need more instructional time along with an increased intensity of instruction in small groups and more repetition of instruction. One of the keys to helping students who are struggling, or not making consistent progress, is the use of an intervention program to aid learning.

Supplemental instruction can fill in students’ learning gaps as quickly as possible and return them to core instruction.

Multisensory teaching is effective for all learners, but it is especially beneficial for struggling learners. The goal is to find each student's learning strengths and engage those strengths to introduce new information. Instead of telling a student about a particular concept, multisensory activities allow a student to experience the concept. Engaging in strategies and activities that incorporate all of the senses can help students understand new information in ways that works best.

Professional Development

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone stays safe and prevents the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

1. Pre-return to school training - September 2 and 3, 2020

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Presented in person and recorded for virtual viewing to ensure understanding and preparedness to align with this manual

2. First Day Training/Orientation

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Google Meet.

3. Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning training

Content covered on Day 1:

1. District checklists
2. Response Teams
3. Disinfection Measures
4. Transportation
5. Isolation protocols
6. On site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning Crew Protocols
10. Chain of command: Who to go to with questions.

Content covered on Day 2:

1. Review of three instructional scenarios
2. Teacher expectations
3. Teacher self-care
4. Social-emotional support resources for students/teachers
5. Academic interventions and support
6. Assessments and current data gathered
7. Curriculum and pacing: learning acceleration goals and methods.
8. Grading, report cards.
9. Emphasis on whole child, safety, togetherness, empathy
10. Professional development

Professional Development during the school year:

DTS will be following the PD calendar developed by the School Improvement Panel (ScIP) committee:

- The professional development will consist of **technology-based training**, such as Google Classroom, SeeSaw, Flipgrid, Google Meet, Google Drive, Screencastify, Nearpod, and Link It as needed/specified/requested. Web based and in person/teacher experts.

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- Professional development that helps teachers to service struggling students will also be scheduled by the administration, expert teaching staff, and guidance department.
- LINKIT Benchmark test training SEPTEMBER 28TH IN SERVICE DAY (AM), to insure all teachers can administer the Link It Benchmark tests.
- A professional development/COVID 19 survey was developed by Mr. Perone to gain information about the interests and needs from our staff as to what training they may need. We also are interested in gathering information to see what training teachers are able to develop for their peers. One faculty meeting per month is dedicated to staff training staff.
- In a hybrid learning scenario, teachers may be able to pursue PD in the afternoons as needs are identified, This can occur on line or in person with another staff member presenting. Teachers will be required to offer asynchronous work for students during anytime they are not available for teaching or conferencing.
- Teachers requiring PD for a full day will be required to fill out the traditional PD form for a day of training. Sub plans for student work would be required.

Parent Training and Learning Opportunities

The Delaware Township School District values professional learning for staff and considers parents a valuable resource for student learning. To that end, the district is preparing learning opportunities aligned with the NJ Department of Education guidance document that provides members of our school community with support to manage a hybrid learning model.

Opportunities for Parent Learning:

- Technology supports for parents – Please contact Mr. John Perone with technology issues at jperone@dtsk8nj.org.
- Virtual parent training can be available with teachers to provide parents with skills to support their child on the teacher’s specific platform choice, especially with Kindergarten parents and new parents to the district. Please contact your child’s teacher.
- Videos, articles and other resources will be placed on the website for easy parent access concerning virtual instruction and social-emotional support.

Parent Expectations for Virtual Learning:

The district understands that parent support will be an integral part of student success during this unique learning experience. Parents should assist children with learning by doing the following:

- Know your child’s daily schedule;
- Ensure your child is logged in for learning;

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- Follow up on asynchronous assignments (assignments where students work on their own);
- Provide periodic breaks during the academic day;
- Communicate frequently with your child's teacher with concerns.