

# Green Brook Township Public Schools ReOpening Plan for September 2020

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# RESPONSE TEAM

The GBTPS response team is established at the district level and at each building to plan and implement a safe opening of schools in September.

The teams consist of administrators, staff, BOE members, and parents. The focus of each team is to provide perspectives and feedback to evaluate and revise planning and decision making.

**District Goal:** Our goal is to reopen schools in September safely for students and staff. Our priorities are the physical and mental health and safety of staff and students.

**PLANNING LENS:** We PLAN “down the middle” so we can PIVOT in either direction. If we have to pivot, all we need to do is TWEAK our plan.

<b>DISTRICT RESPONSE TEAM</b>	<b>BUILDING RESPONSE TEAMS</b>
Superintendent Business Administrator Director of Operations Director of Student Services Principals Buildings and Grounds Supervisor BOE Members Parents	Principals Director of Operations Director of Student Services Buildings and Grounds Supervisor Guidance Counselors Nurses CST members GBEA President Teachers

## RESPONSIBILITIES:

- Review guidance from state, county, and health officials
- Provide perspectives and feedback to district and building level decisions
- Create specific protocols and procedures
  - Health & Safety
  - Operational
  - Instructional
- Develop consistent and clear communication protocols to inform all stakeholders

Response teams will meet prior to opening in September and continue to meet as needed to assess and adjust the district plan, including expectations, protocols, and procedures, and communicate updates and changes.

# INTRODUCTION

Since the closure of schools by Executive Order of the Governor of New Jersey as of March 18, 2020, the district began planning for reopening scenarios for the 2020-21 school year. The GBTPS administrative team has spent considerable time reviewing the guidance from the state and health departments in addition to NJDOE's 104 page guidance for the reopening of schools: The Road Back: Restart and Recovery Plan for Education which it released on June 26.

We acknowledge the comments made by former Commissioner of Education Lamont Repollet that a return to in-person schooling for our students is important not only for academic reasons, but also to support the social and emotional well-being of our students. We also drew upon the recommendations of the American Academy of Pediatrics which highlight the importance of students being physically present in schools in their statement, "Schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/Speech and mental health therapy, and opportunities for physical activity, among other benefits."

We also acknowledge that the period of distance learning from March 17 to June 16, 2020 presented many challenges and hardships for students, their families, and our instructional staff. It is likely that many students did not achieve a full year of academic growth and may have experienced other negative social and emotional impacts in the time they were restricted from the normal interactions with their teachers and classmates. In formulating our return to school plan, the Reopening Committee agrees strongly with the statement on Continuity of Learning that is included in The Road Back: "Ensuring continuity of learning is critically important during this time of great stress for families, educators, and students."

As we merged our planning with the NJDOE guidance, essential questions remained. The State's guidelines do provide local school districts with considerable flexibility and advises districts to "abide by 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." Throughout this planning process, the administrative team has relied on the feedback from staff and families in order to address these questions. This plan represents the district's best efforts to open schools safely for students and staff. For the 2020-2021 school year, the district will provide a Hybrid schedule for families who wish for In Person instruction and 100% Distance Learning option for those families electing to remain at home for at least 180 days in accordance with N.J.S.A. 18A:7F-9. It should be noted that this plan is subject to change based on current conditions in the Green Brook Township community and the dictates and executive orders of the Governor of New Jersey and the New Jersey Commissioner of Education.

This plan addresses all ten (10) of the critical areas of operation as identified in The Road Back.

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

## CONDITIONS FOR LEARNING

Following guidance from the CDC, our local health department, district physician, and more importantly, the feedback from staff and families, the Green Brook Township schools will create classroom situations which will allow our students to attend school with their classmates with students spaced six feet apart and wearing face coverings at all times in accordance with the Governor's directive. Flexibility is provided in The Road Back for this approach: "Schools and districts must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least six feet apart and considering the flow of student traffic around the room. If schools are not able to maintain this physical distance, additional modifications should be in place. Modifications may include physical barriers, turning desks to face the same direction or having students sit on only one side of the table."

Staff will maintain a distance of six feet from other persons as much as possible, particularly around other staff. Parents and other visitors to the district schools will be by appointment only (virtual or in person).

Gatherings in offices, faculty rooms and other common areas are expressly discouraged. District administrators will make every attempt to conduct any necessary meetings and professional development experiences through virtual means. When in person meetings are scheduled, distancing, face coverings and other CDC guidelines will be followed. Staff will be allowed to participate virtually if the meeting/experience allows.

Principals will create schedules to minimize student movement within the building, recognizing that this is easier to achieve at IEF. While some of these schedule modifications may not provide the optimal instructional experience for students, the desire to minimize the risk of COVID-19 spread remains the district's priority at this time. An example of this modification is "art on a cart" or "music on a cart" whereby these related arts teachers will visit individual classrooms to instruct students rather than having multiple classes of students visit an art or music room. Physical education classes should be conducted outside as often as possible, depending on weather conditions.

Specific guidelines for movement within the buildings will be developed by the principals. These guidelines will include reminders and/or signage that demonstrates six-foot spacing and creates "one way corridors," where appropriate, to facilitate the flow of students within the building while providing more space for students to navigate the hallways during passing time between classes. Daily bell schedules may have to be adjusted by the principals to provide additional time for students to pass between classes with the necessary modifications. Special arrival and dismissal procedures will be developed by the principals.

In order to protect the health of the staff and students in our schools, all regulations of the State Department of Education, the State Department of Health and the Local Board of Health shall be strictly observed, particularly those dealing with contagious or infectious diseases or conditions. Staff and students who have been absent because of contagious or infectious diseases or conditions must present a letter from a licensed physician clearing the individual to be readmitted into the building.

Principals will convene their Response Teams to create and discuss specific operational and instructional procedures, and communicate these expectations to staff and students.

# OVERVIEW

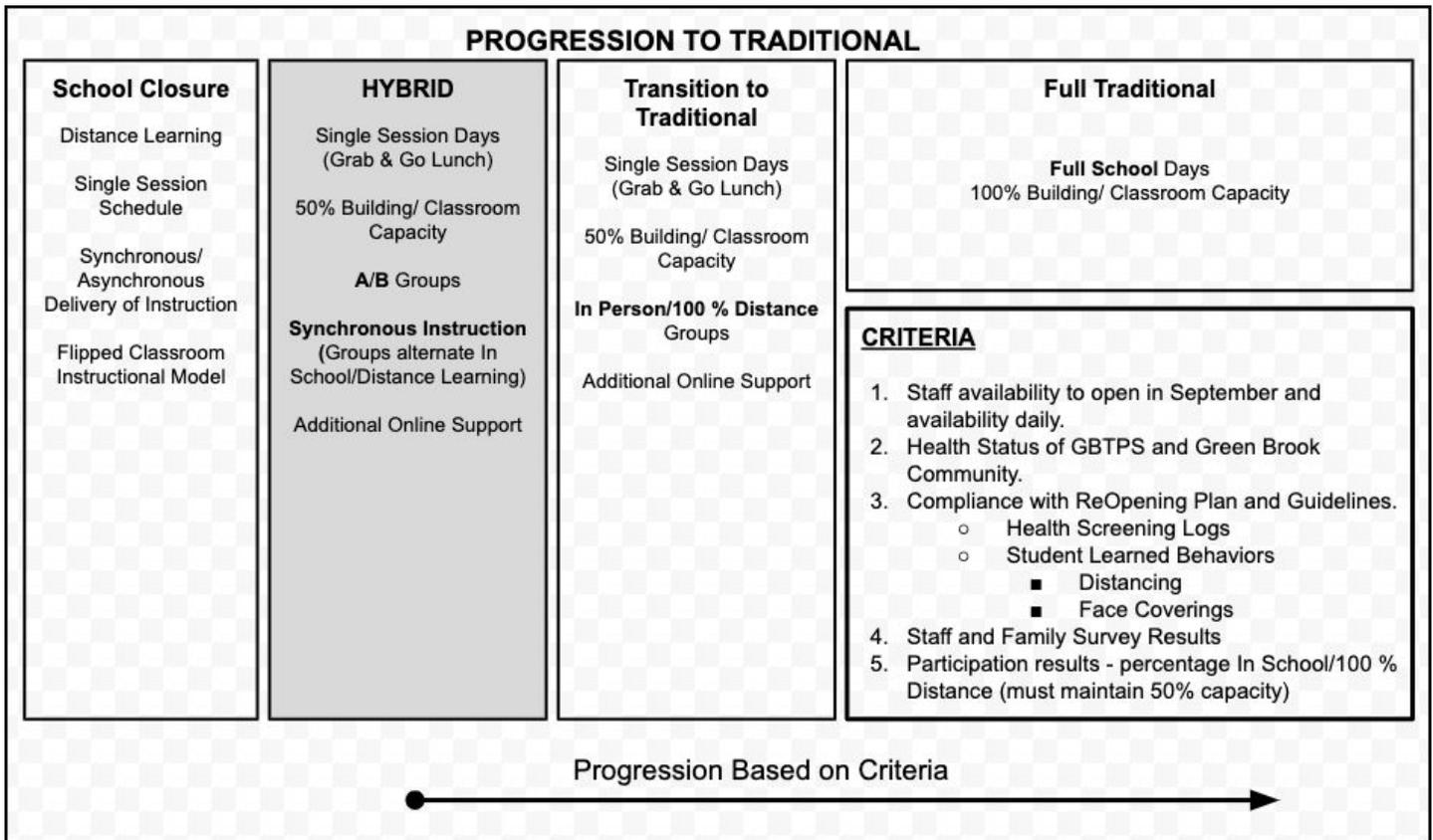
GBTPS will open school in September with the following formats:

- Hybrid
- 100% Distance Learning

## Guiding Lens - 100% Distance Learning = Hybrid = 100% In Person

All students will be grouped in order to achieve 50% capacity in classrooms to meet distancing requirements of six feet. Students will be grouped into A and B groups regardless of participation status/choice. Transition between Hybrid and 100% Distance Learning does not impact grouping.

Our goal is to reopen schools safely for students and staff. Our priorities are the physical and mental health and safety of staff and students. This plan will allow the district to adjust to FULL traditional operations or to School Closure if circumstances dictate.



**NOTES:**

1. Regional and community health status will be provided by the health department. Information can be obtained weekly at [NJDOH CDS COVID-19](https://www.njdoh.com/cds/covid-19) website.

This plan allows families to transition seamlessly between formats as their circumstance and decision making changes. Families completed a survey indicating their participation status.

This plan also allows the district to operate seamlessly between all phases of reopening.

- Preschool and Self-Contained SPED programs are scheduled to participate 100% In Person. Based on Participation Status/Choice results and classroom capacity requirement, additional students may have the option to participate 100% In Person.
- If staffing becomes an issue, students may be reassigned to 100% Distance Learning until staffing issues are resolved. (Page 35, Vacancy Scenarios)
  - Students will be directed to stay home
  - Students will be grouped or reassigned for supervision
- For health concerns or for containment, students, classrooms, or buildings may be reassigned to 100% Distance Learning.

## SUMMARY

	<b>Traditional LIVE (IN-PERSON) with Physical Distancing (Hybrid)</b>	<b>100% Distance Learning (due to circumstances or School Building Closure)</b>
<b>Transition</b>	Transition between Hybrid and 100% Distance Learning allowed. Written notification to building principal. All students have a reserved seat in class so transition can be immediate. If transportation is required, 2-3 days will be needed in order to arrange.	
<b>Teacher Work Day</b>	While schools will operate on a single session schedule, the staff remain obligated to their contractual responsibilities for the full work day as outlined in their employment contract. Teachers must be available following student dismissal to provide instruction, therapies, or counseling activities or to engage in faculty, team planning meetings and/or professional development activities in accordance with their individual and building schedules.	
<b>Student Schedule</b>	<p><b>FIRST DAY OF SCHOOL:</b> Tuesday, September 8.</p> <p>All Grade Levels: Synchronous instruction every day with at least <u>two</u> SINGLE Session days of instruction in person.</p> <p>GBMS: 8:00 - 12:50 IEF: 9:00 - 1:30 (Times approximate and dependent on WHRHS)</p> <p>Specialized instruction and/or additional in person time will be provided, as appropriate, such as Preschool, ELL or special education services required by</p>	<p><b>FIRST DAY OF SCHOOL:</b> Tuesday, September 8.</p> <p>All Grade Levels: Synchronous instruction every day.</p> <p>GBMS: 8:00 - 12:50 IEF: 9:00 - 1:30 (Times approximate and dependent on WHRHS)</p> <p>Specialized instruction and/or additional in person time will be provided, if permitted, such as Preschool, ELL or special education services required by the IEP for students with disabilities.</p> <p>100% Distance students will be assigned to a</p>

	<p>the IEP for students with disabilities.</p> <p>Students will be assigned to a group and follow an A/B GROUP schedule:</p> <ul style="list-style-type: none"> <li>Monday - Group A (LIVE); Group B (Distance LIVE)</li> <li>Tuesday - Group A (LIVE); Group B (Distance LIVE)</li> <li>Wednesday - Alternate Group from week to week</li> <li>Thursday - Group B (LIVE); Group A (Distance LIVE)</li> <li>Friday - Group B (LIVE); Group A (Distance LIVE)</li> </ul>	<p>group and follow an A/B GROUP schedule:</p> <ul style="list-style-type: none"> <li>Monday - Group A (Distance LIVE); Group B (Distance LIVE)</li> <li>Tuesday - Group A ((Distance LIVE); Group B (Distance LIVE)</li> <li>Wednesday - Alternate Group from week to week</li> <li>Thursday - Group B (Distance LIVE); Group A (Distance LIVE)</li> <li>Friday - Group B (Distance LIVE); Group A (Distance LIVE)</li> </ul> <p><b>In the event of SCHOOL BUILDING CLOSURE</b>, synchronous distance learning will be delivered. Students will follow a set schedule similar to their <u>traditional</u> schedule.</p>
	<b>Traditional LIVE (IN-PERSON) with Physical Distancing (Hybrid)</b>	<b>100% Distance Learning (due to circumstances or School Building Closure)</b>
<b>Curriculum</b>	<ol style="list-style-type: none"> <li>All courses required by New Jersey Student Learning Standards are offered.</li> <li>No guarantee that all extra-curricular activities will be available.</li> <li>General classroom instruction at all levels will feature whole group, small group, and individual support.</li> <li>Eligible students will have access to GATE opportunities.</li> </ol>	
<b>Food Services</b>	Meals will be available during the week. Grab and Go (Box) meals will be available. Scheduled pick ups for families, both Hybrid and 100% Distance.	
<b>Transportation</b>	Transportation will be available. Students <b><u>WILL BE REQUIRED</u></b> to wear masks.	Not Applicable
<b>Health Protocols</b>	<ul style="list-style-type: none"> <li>Immunizations must be complete.</li> <li>Staff will guide students on health and safety protocols, following CDC and local health guidelines.</li> <li><b>Six feet physical distancing will be maintained as much as possible.</b></li> <li>District will provide students with face coverings which <b><u>ALL</u></b> students and staff <b><u>will be required</u></b> to wear (unless medically unable to). <ul style="list-style-type: none"> <li>Limited mixing of students in groups, no communal spaces (cafeteria) and large gatherings.</li> <li>Staff will be required to complete health screening upon arrival.</li> <li>Families <b><u>will be required</u></b> to complete a health screening</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Immunizations must be complete.</li> </ul>

	<p>process for their child(ren) daily.</p> <ul style="list-style-type: none"> <li>● District will screen students prior to entering the school building.</li> <li>● Families will be required to follow strict attendance protocols when a child(ren) exhibits signs of illness.</li> <li>● District will follow CDC guidelines for cleaning and follow an intensified schedule of cleaning and disinfecting.</li> </ul>	
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## INSTRUCTIONAL PLAN

**A/B Groupings**

- Hybrid students
- 100% Distance - students will also be grouped to a Group
  - 100% Distance students have reserved spot in class if participation status changes

All students will follow an AA/BB Grouping schedule. To be specific, students assigned to Group A will attend school in person on Mondays and Tuesdays and alternate Wednesdays. Students in Group B will attend school in person on Thursdays and Fridays and alternate Wednesdays.

### Month of September

<b>Monday, 9/7</b> <b>NO SCHOOL</b>	<b>Tuesday, 9/8</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Wednesday, 9/9</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Thursday, 9/10</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>	<b>Friday, 9/11</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>
<b>Monday, 9/14</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Tuesday, 9/15</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Wednesday, 9/16</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Thursday, 9/17</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>	<b>Friday, 9/18</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>
<b>Monday, 9/21</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Tuesday, 9/22</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Wednesday, 9/23</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>	<b>Thursday, 9/24</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>	<b>Friday, 9/25</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>
<b>Monday, 9/28</b> <b>NO SCHOOL</b>	<b>Tuesday, 9/29</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Wednesday, 9/30</b> <b>In School - Group A</b> <b>Online - Group B &amp; 100% Distance</b>	<b>Thursday, 10/1</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>	<b>Friday, 10/2</b> <b>In School - Group B</b> <b>Online - Group A &amp; 100% Distance</b>

A/B Group schedule can be found on the District Calendar which is linked to the District Website and Parent Square.

## Single Session Day Building Schedules

IEF		GBMS	
Arrival & Homeroom Announcements Morning Meeting	9:00-9:20	Arrival	8:00-8:10
Period 1	9:20-9:50	PGC Announcements Morning Meeting	8:10 - 8:40
Period 2	9:50-10:20	Period 1	8:45 - 9:15
Period 3	10:20-10:50	Period 2	9:20 - 9:50
Period 4	10:50-11:20	Period 3	9:55 - 10:25
Period 5	11:20-11:50	Period 4	10:30 - 11:00
Period 6	11:50-12:20	Period 5	11:05 - 11:35
Period 7	12:20-12:50	Period 6	11:40 - 12:10
Period 8 Pack-Up Afternoon Meeting	12:50-1:20	PGC Afternoon Meeting	12:15 - 12:45
Dismissal	1:20-1:30	Dismissal	12:45 - 1:00
Staff Lunch	1:40 - 2:20	Staff Lunch	1:00 - 1:40
Office Hours/Additional Support	2:25 - 3:15	Office Hours/Additional Support	1:45 - 3:05
Teacher Planning	3:15 - 4:00	Teacher Planning	1:45 - 3:05

# 100% DISTANCE LEARNING = HYBRID = 100% IN PERSON

Since the closing of schools in the spring, the district has worked on reconceptualizing what Distance Learning should look like that allows our students access to instruction, both in a synchronous and asynchronous manner. With the release of *The Road Back* on June 26, 2020, districts were given parameters and guidelines for bringing students back to the building in September. Because of the unknown and the dynamic nature of the health epidemic, the administration shifted to planning “right down the middle” in order to allow the necessary pivoting. Our instructional plan will allow all students, regardless of their participation choice, the same delivery of information and the same opportunities to engage in interaction with their teacher(s).

Finally, on July 24, 2020, the New Jersey Department of Education released guidance to local school districts with regard to the provision of a full-time remote learning option for families during the 2020-2021 school year. We were directed to develop procedures for parents to choose between the Hybrid and 100% Distance Learning. The procedures are as follows:

1. Participation survey was sent to all families. The main office of each building will contact families that do not submit a survey. The survey asked for the following information:
  - a. Child(ren) names and grades
  - b. School (IEF, GBMS, WHRHS) - in order to Group siblings
  - c. Participation Choice (Hybrid or 100% Distance Learning)
2. Any questions or concerns about the options should be directed to the respective building principal.
3. To transition between program options, parents submit a written request to the building principal.
4. Any determinations regarding the need for an IEP meeting or amendment for students with disabilities will be made in conjunction with the student’s case manager.

## GENERAL EXPECTATIONS

Student schedules have been adapted to reflect the single session day schedule with specific times.

The first weeks of school will focus on transition, setting up expectations and routines around health and safety.

## LEARNING EXPERIENCES for ALL STUDENTS

Best practices in instruction have both synchronous & asynchronous elements. Teachers will plan for delivery of information through presentations and demonstrations (synchronous) and through documents and videos (asynchronous). Students will have opportunities to discuss, ask questions, and complete independent work while in class, online through office hours and scheduled support, and offline through google classroom. **All students, regardless of where they are sitting (in class or at home) will have the same opportunities.**

Instructional Model	Group A Day	Group B Day
<p><b>Single Session Schedule</b></p> <p><b><u>Synchronous</u></b> - All students are in the <b>classroom</b>.</p> <ul style="list-style-type: none"> <li>• In School</li> <li>• Online</li> </ul> <p>Direct Instruction, Interactive, Feedback Loop, Collaborative, Focused small groups</p> <p><b><u>Asynchronous</u></b> - All groups assigned independent work.</p> <p>Practice work, Prep work for next day</p>	<p><b><u>Synchronous</u></b></p> <p>In School - Group A Online - Group B &amp; 100% Distance</p> <p><b><u>Example</u></b></p> <p>Group A - 9 students sitting in the classroom Online - 8 students in Group B and 4 students in 100% Distance</p>	<p><b><u>Synchronous</u></b></p> <p>In School - Group B Online - Group A &amp; 100% Distance</p> <p><b><u>Example</u></b></p> <p>Group B - 8 students sitting in the classroom Online - 9 students in Group A and 4 students in 100% Distance</p>

## IN SCHOOL

Students are expected to arrive at school on time and follow all procedures that have been developed to keep staff and students safe and healthy. All school rules apply.

General Expectations:

- Wear face covering at all times, unless directed otherwise. Breaks will be provided.
- Physical distancing must be followed at all times, unless directed otherwise.
- Wash and sanitize hands.
- Limit personal items because cubbies/lockers will not be used.

## ONLINE

Students are expected to be online every day following their single session day schedule. Just as there are times when there is no direct interaction with the teacher, students online will have asynchronous times which will allow them a break from being directly online and connected to the scheduled classroom time.

## IEF

Because elementary students have multiple academic subjects with the same teacher, the classroom teacher will schedule specific times online to deliver information **and** to facilitate live interactions. In other words, instead of being online with the class for four (4) straight hours, students will have breaks and asynchronous time to complete individual seat work.

The teacher contact time will be in "bursts" of time to allow your child to work independently at home but then have the opportunity to reconnect with the teacher during that instructional block for questions, etc. This enables the teacher to be able to engage in person with students when they are in person and also virtually. This will create a continuity of instruction for the students.

For example, if a student is working virtually and participates in the lesson and still has some confusion or needs extending activities, the teacher can either: set-up a virtual conference in the afternoon or provide in-person feedback when they are live. This format provides for the most individualized, differentiated instruction across virtual and live models. This is equivalent to individual or small group work time when the teacher walks around and monitors progress and provides feedback.

Teachers will utilize a consistent format for parent communication via parent square and/or google classroom. Instruction will be delivered to students through small group instruction, individual student sessions and whole group instruction via an online platform based upon the needs of the students. Teachers will have the opportunity to meet virtually with students and parents as needed.

### GBMS

Middle school students are more independent and have more experience using Google Classroom which will allow for more seamless transition between synchronous and asynchronous experiences during class and transitions between class periods.

Students can remain online as they complete individual work and seek support as the teacher monitors progress of all students, in person and virtual. Students will have an opportunity to interact with their core content area teachers during a schedule office hour. All student have an opportunity to receive additional support online during the afternoon online session. Teachers can assign specific students who require additional support and/or a student can check-in with content area teachers as needed in the afternoon session.

## **SPECIAL EDUCATION AND RELATED SERVICES**

The district will utilize flexible instructional models to ensure that special education and related services for students with Individualized Education Programs (IEP's) continue to be provided. In-person instruction will be differentiated for specific groups of students in order to most efficiently adhere to IEP requirements. While protecting the health and safety of students and staff, learning opportunities will be created on each student's present levels of academic and functional performance. Instructional staff and service providers will leverage technology to deliver high quality instruction whether it is provided in person or remotely.

Child student teams will continue to support students with IEP's and students in the evaluation process. Additionally, related service providers will continue to deliver related services as stipulated in students' IEP's. Families of students who require related services, such as speech therapy, occupational therapy and physical therapy, to support their special education program have the option of choosing a full teletherapy model, regardless of whether the student is all in-person, participating in the hybrid model or all distance learning. There are both benefits and drawbacks to teletherapy and case managers will be available to support families in all aspects of their children's IEP's.

### **IN PERSON**

Students in self-contained programs, including language and learning disabilities classes and behavior disabilities classes as well as preschool students with disabilities and students in pull-out resource classes have the opportunity to receive daily instruction in person. Because of the specialized nature of these programs, instruction is individualized for each student in accordance with his/her IEP. School-age students in self-contained classes require intervention and explicit instruction in both academic and non-academic areas (such as social skills and activities of daily living) and often require multiple related services. Preschool students with disabilities require intervention in the areas of cognitive development, communication, fine and gross motor skills and social-emotional development. For the aforementioned groups, in-person instruction is the most efficient way to meet many of their IEP goals and objectives.

Students with IEP's in general education programs (in-class resource/in-class support) will be instructed in the hybrid model, following the general expectations outlined in this plan. In these classes, the special education co-teacher will continue to be responsible for ensuring that the student's IEP goals are met and

that the appropriate modifications and supplementary aids and services are in place. While in-person, the special education teacher is available to re-teach/pre-teach concepts, provide guided practice and feedback, and monitor each student's progress toward goals and objectives.

While students will be required to wear face coverings during in-person instruction, the district understands that some students with significant sensory, behavioral, communication and/or cognitive needs may not be able to wear face coverings. Additionally, some students require the support of a paraprofessional in close proximity in which social distancing will be difficult. By utilizing additional protections for staff, including face shields and portable plexiglass barriers, the district hopes to minimize exposure and maintain the health and safety of all.

## **ONLINE**

All families of students who require special education services have the option of having their child be educated in the hybrid model (for those students in self-contained classes) or 100% distance learning. On days during the hybrid model in which instruction is online and in the 100% distance learning model, instruction and learning activities will be delivered both synchronously and asynchronously.

Flexibility is needed due to the highly individualized nature of some students' programs. For example, while a student with an IEP who attends a general education class will likely be able to participate in live online instruction with modifications, teachers of students in self-contained classes plan individually for each student and their live instruction with students who are in person may not be applicable to those students who are online participating in distance learning. For this reason, live virtual learning sessions will vary in frequency, timing and duration. Classroom teachers will continue to work closely with families to provide online instruction that is engaging and meaningful, consisting of synchronous lessons, conferencing, asynchronous assignments and support from paraprofessionals as determined by student need.

Like in person instruction, teachers will continue to support students who require special education with meaningful learning opportunities during distance learning via re-teaching/pre-teaching, providing guided practice and feedback, and progress monitoring. Through a combination of live instruction, pre-recorded video lessons and utilization of available online platforms and learning tools, the district will ensure that IEP needs are met.

## **ONLINE TOOLS for ALL STUDENTS**

The following *Online Platforms* will support students (Hybrid and 100% Distance) in Distance Learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and delivering remotely:

1. *GoToMeeting* and *Google Meet* will be the video conferencing tools to deliver synchronous access to instruction.
2. *Parent Square* and *Genesis Parent Portal* are the communication tools used to contact and communicate with GBTPS families.
3. *Parent Square*, *G Suite*, and *Clever* are the online Distance Learning platform used in the Elementary School (PreK-8).
4. *Google G Suite* (e.g., Gmail, Drive, Classroom, Meet) are faculty online collaboration platforms for remote instructional planning.
5. In addition to the above resources, we encourage faculty, students, and parents to contact the district's technology help desk for any tech related question and to expect a response within 24 hours. ([parenthelp@gbtps.org](mailto:parenthelp@gbtps.org))

## **Roles and Responsibilities (Families)**

### Students

- Identify a comfortable and quiet space to study/learn.
- Follow their daily schedule.
- Follow the Student Code of Conduct.
- Check appropriate online platforms for information on courses, assignments, resources daily.
- Engage in all learning assigned/posted with academic honesty.
- Submit all assignments in accordance with provided timeline and/or due dates.
- Ensure social and emotional balance by keeping healthy habits.

### **Questions related to:**

- A course, an assignment, a resource - **Contact:** Relevant teacher – Google Classroom
- A technology issue/request - **Contact:** Relevant teacher – Google Classroom
- Any other issue related to distance learning - **Contact:** Relevant teacher – Google Classroom

### Parents/Families

Support their child/ren in their learning by:

- Providing an environment conducive to learning (safe and quiet space during daytime).
- Ensuring that daily attendance of child/ren is done in accordance with district guidelines.
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.

### **Questions related to:**

- A course, an assignment, a resource - **Contact:** Relevant teacher – use Parent Square
- A technology issue/request - **Contact:** technology help desk email
- Any other issue related to distance learning - **Contact:** building administration

## **Equitable Access**

The district has surveyed all parents in June, July, and August verifying that households and students have access to both devices and Internet.

All students in grades 3-8 have district-issued Chromebooks. If the need arises for student home devices in grades K-2, the district will reconfigure school iPads for home use for those families without technology.

For Internet access, the district will provide hotspot access, although lead times are very long for equipment orders. Depending on the user's location, access can be granted to Optimum's public network. The district is also working with local officials (OEM) and telecom companies to address any outages in the area.

Once school begins, parents have an open channel to a dedicated parent helpdesk to notify the school of any emergent needs.

# GENERAL HEALTH AND SAFETY GUIDELINES

GBTPS remains committed to working closely with local and state health authorities and agencies with regard to obtaining and sharing information about current mitigation levels in our community.

As per Governor's Executive Order, all school staff and any visitors to school buildings will be required to wear face coverings, unless the individual is under two years of age. And as Governor's Executive Order, students are required to wear face coverings. The student code of conduct reflects consequences for students who do not comply not only with classroom and school procedures but also with adult direction.

Our school nurses will not perform temperature screenings on staff and students as they arrive at the building daily. More importantly, we do not want our staff and students traveling to school if they are exhibiting symptoms. All staff members and students are required to check their temperature prior to leaving for school each day as part of the required health screening questionnaire that must be submitted.

If a student or staff member has COVID-19 symptoms, they should not attend school and should schedule an appointment for COVID-19 testing at their earliest convenience. Any student or staff member testing positive for COVID-19 must isolate themselves in accordance with the CDC recommended guidelines and should cooperate with health officials with regard to contact tracing to minimize the spread of the virus. Contact tracing will be handled by the Green Brook Township Health Department (Middlebrook Regional Health Commission). GBTPS will assist by providing information, as appropriate, to facilitate the contact tracing.

School nurses will conduct temperature screenings for any students or staff members who may become ill or exhibit symptoms during the school day.

Students who have been diagnosed with a medical condition that might place them at higher risk for severe illness from COVID-19 are encouraged to participate in the 100% Distance Learning option rather than Hybrid option. The 100% Distance Learning option is also strongly encouraged for those students who are unable to wear a face covering due to a diagnosed medical condition. Parents must contact the principal and submit a doctor's note with a medical diagnosis if they are indicating their child is unable to wear a face covering for medical reasons. The documentation will be reviewed by the school nurse and the school physician and included in the student's Individual Health Plan (IHP). In addition, parents/guardians should communicate their child's individual needs and reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including students with disabilities or serious underlying medical conditions.

Older staff members and those who are at higher risk for severe illness from COVID-19 are encouraged to submit documentation from their physicians that will assist the district in providing reasonable and practical accommodations for their safety.

Attention is drawn to the State of New Jersey's Travel Advisory which directs that any New Jersey resident who has returned from travel to an "impacted state" (refer to <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey> for the current listing of states) should follow self-quarantining for a period of fourteen (14) days period to returning to attendance at school.

# CLASSROOMS, TESTING, AND THERAPY ROOMS

Schools in the district will allow for physical distancing within the classroom to the maximum extent practicable. Classroom settings will be configured to provide physical distancing of six feet with student desks or seats facing the same direction and students shall wear face coverings. Desk shields may be utilized to provide additional separation between students. Face shields will be available to staff and identified students.

In a classroom setting where social distancing of 6 feet is provided or physical barriers are in place, face coverings should be worn when students are seated at desks and should be worn when moving about the classroom or when leaving the classroom for any reason.

Teachers will discontinue any activities that bring students closer together than six feet, such as gathering together on a rug or holding circle time with students in close proximity. The use of any shared objects will be discouraged. All students should have their own school supplies for their personal use. Any shared objects will be cleaned between each use.

Although the district's H.V.A.C. systems have a fresh air component, additional fresh air circulation is recommended by the CDC as an effective precaution against the spread of the COVID-19 virus. The use of open windows will be encouraged. The use of outside, unconditioned air, however, will require the cooling and heating systems to work harder with less efficiency. As a result, it will be more difficult to manage the temperature in classrooms.

Alcohol-based hand sanitizer will be provided in office settings, each classroom, media center, cafeteria and gym. Students and staff will be encouraged to perform regular handwashing, as recommended for 20 seconds, or sanitize their hands at regular intervals and especially after sneezing/coughing/blowing their nose, using the restroom, after scheduled breaks/recess and before and after eating.

## Physical Distancing Protocols

To the greatest extent possible, the district is following the six feet distancing requirement in instructional and non-instructional and will require face coverings for all students and staff, unless medically unable. The district does also acknowledge that enforcing the use of face coverings may be impractical for young children and individuals with disabilities. The district will work with parents and have also purchased face shields and portable plexiglass barriers.

Staff will teach and reinforce with students the importance of physical distancing and wearing face coverings to keep others around them safe.

### Instructional Settings

- All student desks will be spaced to meet the six feet distancing requirement. All homerooms can accommodate 12 - 14 students. Portable desk barriers will be available for individual and small group instruction.
- All staff and students will be required to wear face coverings. The district will purchase face coverings for all. Extra supply will be available for those who forget. In addition, face shields will be purchased for our identified at risk staff and students to use.

- On a regular schedule, staff and students will be allowed to break from wearing face coverings. When students and/or classes are outside, during PE and scheduled recess breaks will not be required when 6 feet distancing is followed and students are engaged in anaerobic activity. With 6 feet distancing, students will have snack time which will allow face covering breaks. In addition, there may be certain settings and activities, because of distancing, face coverings will not be necessary due to physical distancing of more than 6 feet. The specific activities will be identified for each classroom.

### Non-instructional Settings

Each building will plan for meeting the six feet distancing requirement and minimizing mixing between groups of students whenever possible.

- Recess and PE (specific protocols below)
- Therapy rooms, office spaces
- Lunch in classrooms and/or outside (if district schedule changes to FULL day)
- Limit/control travel in the hallways
  - All individuals must maintain six feet distancing
  - Students will travel with teacher, especially at IEF
  - Lockers will not be used at GBMS
  - Designated doors for entry and exit
  - Designated travel patterns

## **Healthy Hygiene Protocols**

In addition to the weekly reminders about screening, each building will remind families about [healthy hygiene practices](#). The practices will be the foundation for mitigating the spread of not only Covid-19 infection but also other communicable illnesses.

The staff will explicitly reinforce these practices daily with students. Designated parts of the school day will be dedicated to the following practices:

- All bathrooms have soap dispensers and hand dryers
- All rooms with sinks have soap dispensers and paper towel dispensers
- Hand washing with soap - for at least 20 seconds
- Use of alcohol-based hand sanitizers - before leaving and entering rooms; before and after activities; when hand washing is not available
  - Alcohol-based hand sanitizer pumps will be available in
    - all areas where students be present - classroom, therapy rooms, media center, gyms, cafeterias, and designated hallway areas
    - office spaces
    - Near doorways leading out to playgrounds
- Use of face coverings
  - Students will learn and understand the importance of wearing face coverings to protect those around them.

# PROTECTING STAFF AND STUDENTS

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

The CDC has defined [at risk students and staff](#) who need accommodations and extra precautions against infection. As prescribed by the state, students who choose not to attend will participate in Distance Learning. Students will have access to all support services. As with our students, we will address at risk staff on an individual basis, providing specific accommodations that mitigate risk for infection.

Families and staff will sign off on their acknowledgement and acceptance of the guidelines that will protect all students and staff.

### Health Screening

Working with our health department and district physician, the district will implement daily screening protocols for students and staff.

Each building will take the following measures:

- Communicate **weekly** the importance of staying home for any individual who is sick;
- Families and staff will complete a screening questionnaire at home and will communicate with administration if presenting with the following symptoms.
  - Fever (100.4 F) 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
- In coordination with the school nurse, staff will be required to complete health screening upon arrival. Staff who present with symptoms will be sent home. School nurse will keep a log of all the staff.
- Families will be required to complete a screening questionnaire for their child(ren) daily. Families will have access to the screening questionnaire through Parent Portal.
- As students enter the building at designated points of entry, staff will screen students.

### Health Office Protocols

In addition to the typical procedures for addressing individuals who become sick during the day, the following protocols will be followed:

- Identified individuals will be evaluated by the nurse. All individuals will be wearing face coverings. Nurse will also be wearing a protective gown and face shield.
- Based on the evaluation, the nurse will make a recommendation.
  - Home
  - Medical facility or ER
  - Back to class
- Students will be placed in the isolation area until the parent arrives for pick up. The nurse will monitor and provide continual care. **Due to possible exposure, parents will not be permitted to enter the building. The student will be escorted to the parent.**

- Provide guidance with the next steps, i.e. stay home, call ahead to their health provider and *recommend* MD clearance to return to school/encourage Covid 19 testing.
- Document visit in Genesis (SIS) and include visit in Covid 19 Screenings log.
- Notify Buildings and Grounds for cleaning in the areas of contact by the ill person. i.e. classrooms/Health Office, etc. (Cleaning & Disinfecting Protocols below).
- Follow up with parents/staff to keep updated on student/family health

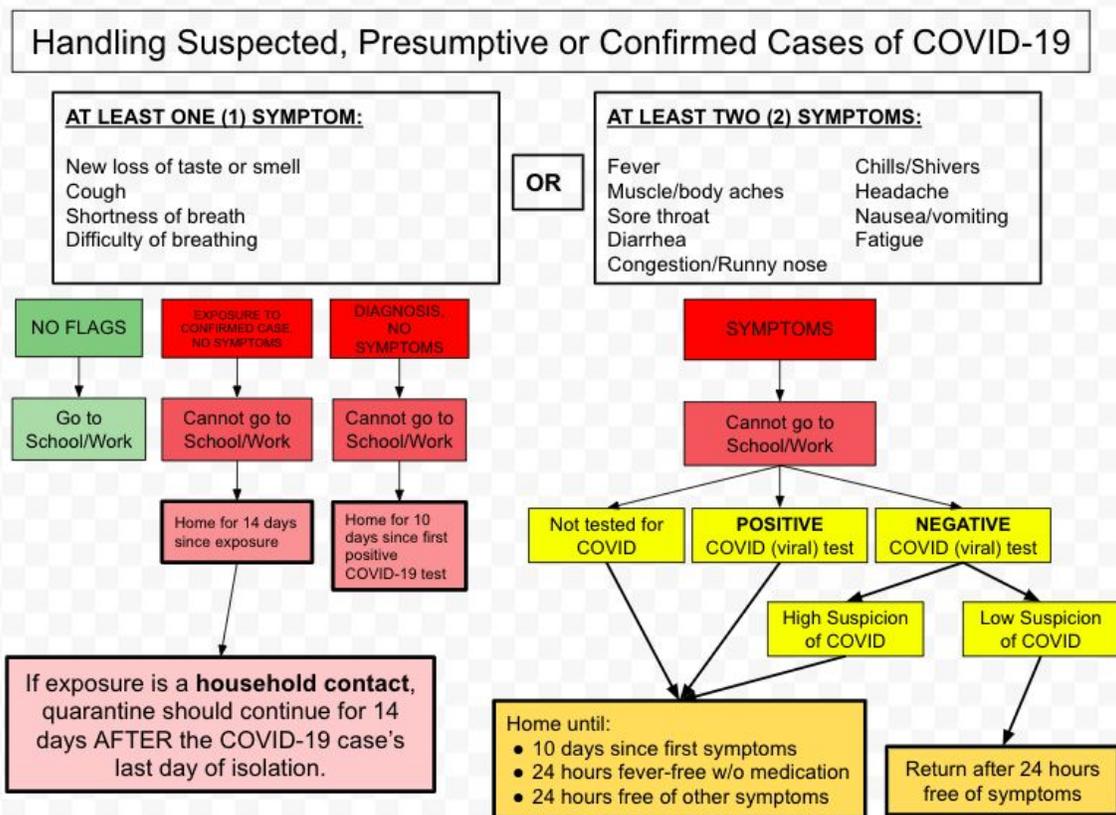
**Process for screening and return to work/school**

The following must be adhered to:

- If an individual has had close contact: within 6ft for greater than 10 minutes to a confirmed case and has no symptoms, the individual can return after a 14 day quarantine. This applies even if the individual has a negative COVID-19 test.
- If the exposure is a household contact, quarantine should continue for 14 days AFTER the COVID-19 case’s last day of isolation.
- If an individual has tested positive but has no symptoms, the individual can return 10 days after specimen collection, assuming no symptoms develop.
- If an individual has symptoms and has a negative COVID-19 test, the individual can return once there are no symptoms for 24 hours.
- If an individual tests positive for COVID-19 by a medical professional, is symptomatic and tests negative but is highly suspicious for COVID-19, or does not get a COVID-19 test but has the symptoms, should stay home.

The individual can return once the following questions can be answered YES:

- Has it been at least 10 days since the individual first had symptoms?
- Is 24 hours free of symptoms?



# CONTACT TRACING

GBTPS recognizes the critical importance of contact tracing as a primary strategy in limiting the spread of COVID-19 in our community. As per the direction of the NJDOE, contact tracing shall be managed by our local health department. In order to maintain confidentiality with regard to cases, any notification to potential contacts of confirmed cases shall be handled by our local health department.

- Once contacted by our health department to begin contact tracing, the district will work with health officials to determine close contacts.
- The following district staff are on the contact trace team.
  - Director Operations/SSS (Point of Contact)
  - Principal
  - Nurse
- Procedures:
  - Health department will lead the investigation and will require information from the district.
    - Contact information for the ill individuals;
    - The date the ill individual developed symptoms, tested positive for COVID-19 (if known), and was last in the building;
    - Types of interactions (close contacts, length of contact) the individual may have had with other individuals in the building or in other locations;
    - Names, addresses, and telephone numbers for ill individual's close contacts in the school
  - Health department will contact and interview individuals.
- Health department will make the following actions/recommendations:
  - Individual(s) Quarantining
  - Group/classroom(s) Quarantining
  - School Closure/Quarantining
- The Superintendent, working directly with our health department, will be responsible for communication with BOE, community, and staff.

## TABLE: SCHOOL BUILDING CLOSURE SCENARIOS

**Quarantined individuals, classrooms, or buildings will participate in 100% Distance Learning.**

SCENARIO	CLOSURE
1 confirmed case in the school	School building(s) may close temporarily for <b>contact tracing investigation</b> , otherwise school building(s) remains open. Students and 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 building(s) may close temporarily for <b>contact tracing investigation</b> , otherwise school building(s) remains open. Students and staff in close contact with positive case are excluded from school for 14 days.  Recommendations for whether the entire classroom would be considered exposed and quarantined 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 building(s) may close temporarily for <b>contact tracing investigation</b> , otherwise school building(s) remains open. Students and staff in close contact with positive case 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 building(s) closure is indicated will be based on investigation by the 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 building(s) for 14 days, based on an investigation by the 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 building(s) for 14 days.
Very high risk of community transmission	Close school building(s) until COVID-19 transmission decreases.

# FACILITIES CLEANING PRACTICES

## Cleaning and Disinfecting Protocols

In accordance with the recommendations included in *The Road Back*, the additional procedures adopted by the district help mitigate exposure of the students and staff to contaminants, such as the COVID-19 virus, while they are in the district's buildings. These protocols work in conjunction with each other to provide additional protection, but cannot eliminate all risks as they are confined by practical constraints.

The Cleaning Protocols include two components, procedures for cleaning and those for disinfecting. As indicated by the CDC, "cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces."

The cleaning protocols include the wiping down of white boards and hard surfaces, the cleaning of the floors, and the removing the garbage in order to remove germs, dirt, and impurities from the classrooms. These procedures are completed daily at the end of each day.

The disinfecting protocols include a mist disinfectant that is applied after the daily cleaning is completed at the end of each day. The mist disinfectant is applied to the hard surfaces in the classroom and other spaces. The disinfectant selected by the GBTPS is non-toxic and kills germs, including those from the COVID-19 virus, on contact. A secondary set of disinfectant procedures has been added while students and staff are present.

### **Cleaning Supplies**

Products used for cleaning and disinfecting will include [#ES72](#) Multi-Purpose Cleaner and [#ES64](#) General Purpose Neutral Disinfectant from [Enviro Solutions](#) by our custodial staff. Each classroom will be equipped with a [Bioesque Botanical Disinfectant](#) to be used to clean desks and common areas. All products are Green on the EPA approved list.

### **Prolonged Breaks**

Prolonged breaks are days when the buildings are unoccupied - Virtual days, Saturday or during district holidays.

Custodial staff will be tasked with conducting a deep clean/disinfecting by using electrostatic sprayers to disinfect the building which will include any instructional spaces, corridors, bathrooms and offices.

### **Areas**

#### **Classrooms**

Classrooms will be cleaned, sanitized and disinfected on a nightly basis by custodial staff. A checklist will be posted to indicate date and time of deep cleanings.

Classroom staff will clean and disinfect common items/areas between activities. Staff will identify and prioritize common areas and materials for nightly cleanings.

(Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission, and do not need additional cleaning or disinfection considerations.)

## **Restrooms**

The standard operating procedures for nightly cleaning and disinfecting includes; emptying the garbage, partitions, toilet bowl, toilet seat/handle, sinks, sink faucets and mopping the floors.

In addition to nightly cleaning, sinks and faucets will be cleaned, sanitized and disinfected on a scheduled basis throughout the day by custodial staff.

## **High Contact Areas**

High contact surfaces include: desks/tables, chairs, countertops, light switches, handrails, door knobs, push bars, faucet handles, toilet handles, toilet seats, elevator buttons and all soap/sanitizer dispensers. In addition to deep nightly cleanings, a schedule and checklist will be followed by custodial staff throughout the school day.

## **Buses**

Buses will be disinfected with the Bioesque solution, used in a pump sprayer, starting at the rear of the bus and working forward spraying all seats and touch surfaces.

Buses will be disinfected in the GBMS bus yard after the morning runs are complete before they are needed for the afternoon runs.

Buses will be disinfected after they arrive back from the afternoon runs to be ready for the morning runs.

## **Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:**

Areas used by a sick individual will be closed off and ventilated for at least 24 hours. The area will not be available for use until cleaning and disinfection.

Custodial staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill individuals, focusing especially on frequently touched surfaces.

# STUDENT FLOW, ENTRY, EXIT, AND COMMON AREAS

## GBMS

Arrival & Dismissal Procedures			
	Building/District	Staff	Students
<b>Screening</b>	Maintain screening log.	TBD	Screened at home by parent/guardian.
<b>Staff Parking</b>	Administration and District Personnel need to park AWAY from the building (field/residential side).  Allow extra walking space for Cafeteria Entrance for 6th Grade students for Arrival and Dismissal..	Staff will need to park in Main Lot to allow extra walking space for 6th Grade Entrance/Dismissal and Walkers/Bike Riders.	
<b>AM/PM Duties</b>		<b>Check Staff Duty Schedule</b>	
<b>Arrival</b>	All room doors locked until staff members unlock.  <b>Night Custodians:</b> Lock all doors at night  <b>Note:</b> Main Gym, Locker Rooms, Bengal's Den, Media Center and Cafeteria, Auditorium should be locked at all times if an adult is not present.  Bathrooms will be unlocked by staff assigned to the duty area and locked prior to departure from duty.	Staff reports directly to classroom in the AM and fills out  <b>Electronic STAFF SIGN-IN</b> on Faculty Classroom Page.  All communication with staff will be via email. Front Office will notify if any mail needs to be picked up.  If staff need use of the Front Office to drop-off mail needing signature: <ul style="list-style-type: none"> <li>● Use 5th grade hallway door to enter/exit.</li> <li>● Item(s) should be placed in appropriate mailbox.</li> <li>● Visit area during lunch, PM planning time or after dismissal.</li> <li>● No more than 3 staff members at a time.</li> </ul>	All students report directly to Period 1 upon entering GBMS.

		<b>DO NOT</b> use the front office refrigerator or copy machine.	
<b>Hallway</b>	Setup hallway traffic flow on the floor for staff/students.  Signs will be strategically placed.	Model hallway traffic pattern and social distance as much as possible.  ALL Staff should be present in the hallway during transition times to allow students to enter the classroom as soon as they arrive.	<b>STAY to the RIGHT!</b>  Students should enter the classroom as soon as they arrive and not linger in the hallway, visit the bathroom or stop for water.
<b>Lockers</b>	NO LOCKERS	<b>Recommendation:</b> Purchase cellphone “hotel” for Period 1 classrooms for storage.  <b>or</b> Students store their turned off cellphone in their binder pencil pouch. Keep locks distributed last year.	<b>Recommendation:</b> Store cell phone in Period 1 class and pick up at the end of the day before dismissal.
<b>Late Arrival</b>		<b>Staff Duty - P1 and 2</b> Use <b>Late Arrival Google Spreadsheet</b> and indicate the late arrival of students.  Front office will use information to update attendance each day.	Report to the main entrance and fill-out tardy slip in vestibule.  <b>Parents:</b> Use Parent Portal, Email or phone call to report tardy/absence.  NO WRITTEN NOTES to the school.
<b>Visitors/Parents</b>	<ul style="list-style-type: none"> <li>• NO visitors/parents allowed in the building.</li> <li>• ONLY staff and students will have access to the building.</li> <li>• Parents are to communicate with the school/staff via email and phone.</li> <li>• <b>MEETINGS:</b> Phone conference or virtual recommended. In Person - by appointment.</li> </ul>		
<b>Students In School - NOT Assigned Group</b>	Secretary will call family to pick-up student from school. If pick-up is not possible, child will remain in GBMS Virtual Classroom and warning will be issued to parent and student.  After two offenses student will be placed on 100% Distance Learning model.	<b>Staff Duty - Every Period</b>  Use <b>GBMS Virtual Classroom Google Spreadsheet</b> and indicate name of student/grade.	Reports to the “GBMS Virtual Classroom” for parent pick-up.

<b>Dismissal</b>	Secretary will make an announcement when BUS arrives at the building for dismissal of students.	ALL staff will report to their assigned dismissal duty. Review duty schedule to be provided.  Staff will remain in their assigned duty until 1pm.	Students will exit the building via designated area based on mode of transportation and nearest exit to their PGC location.
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**IEF**

<b>Arrival &amp; Dismissal Procedures</b>			
	<b>Building/District</b>	<b>Staff</b>	<b>Students</b>
<b>Screening</b>	Maintain screening log.	TBD	Screened at home by parent/guardian.
<b>AM/PM Duties</b>		<p><b>Check Staff Duty Schedule:</b></p> <ul style="list-style-type: none"> <li>-Utilizing all Non-Homeroom staff to assist with arrival and dismissal</li> <li>-During related arts session, teachers will assist with monitoring hallways, bathrooms, courtyard, etc. for social distancing and compliance and escorting students to nurse (if needed)</li> </ul>	
<b>Arrival</b>	<p>All room doors are locked until a staff member unlocks.</p> <p><b>Afternoon/Night Custodians:</b> Lock all doors at night</p>	<p>Staff reports directly to classroom in the AM and fills out</p> <p><b>Electronic STAFF SIGN-IN</b> on Faculty Classroom Page.</p> <p>All communication with staff will be via email. Front Office will notify if any mail needs to be picked up.</p> <p>If staff need use of the Front Office to drop-off mail, etc.:</p> <ul style="list-style-type: none"> <li>• Use main hallway</li> </ul>	All students report directly to their assigned classroom upon entering IEF.

		<p>door to enter/exit.</p> <ul style="list-style-type: none"> <li>• Item(s) should be placed in the appropriate mailbox.</li> <li>• Visit area during lunch, PM planning time or after dismissal.</li> <li>• No more than 3 staff members at a time.</li> </ul> <p><b>DO NOT</b> use the front office copy machine.</p>	
<b>Hallway</b>	<p>Setup hallway traffic flow on the floor for staff/students.</p> <p>Signs will be strategically placed.</p>	<p>Model hallway traffic pattern and social distance as much as possible.</p> <p>ALL Staff when they are not with their class during the day, should be in the halls monitoring hall traffic to ensure compliance.</p>	<p><b>STAY to the RIGHT!</b></p> <p>Students should enter the classroom as soon as they arrive.</p> <ul style="list-style-type: none"> <li>- May not use bathroom without permission from teacher</li> </ul>
<b>Late Arrival</b>		<p>Front office will use information to update attendance each day.</p>	<p>Report to main entrance and Mrs. Cooper will provide instructions for entrance.</p> <p><b>Parents:</b> Use Parent Portal, Email or phone call to report tardy/absence.</p> <p><b>NO WRITTEN NOTES</b> to the school.</p>
<b>Visitors/Parents</b>	<ul style="list-style-type: none"> <li>• NO visitors/parents allowed in the building.</li> <li>• ONLY staff and students will have access to the building.</li> <li>• Parents are to communicate with the school/staff via email and phone.</li> <li>• <b>MEETINGS:</b> Phone conference or virtual recommended. In Person - by appointment.</li> </ul>		
<b>Dismissal</b>	<p>Secretary will make an announcement when BUS arrives at the building for dismissal of students.</p>	<p>ALL staff will report to their assigned dismissal duty at 1:00. Duty schedule to be provided.</p> <p>Dismissal duty staff will remain in their assigned duty until 1:30.</p>	<p><b>Dismissal Bus:</b> Students will exit the building via designated areas.</p> <p><b>Dismissal Parent Pick-up:</b> Students will exit the building via designated area closest to their classroom and report to their designated area for pick-up.</p>

# TRANSPORTATION

The *Road Back* cites the guidance from the CDC to provide space for physical distancing on school buses. With the Hybrid schedule model, we are able to reduce the normal bus capacity and transport students everyday. In addition, parents completed a survey in which they registered for transportation. Transportation routes will remain consistent everyday to allow for transition of students between Hybrid and 100% Distance or change in transportation situation.

**Mornings:** Students will be assigned seats, starting at the back of the bus to eliminate students who enter the bus and passing by seated students. Students will exit the bus, starting from the front. Exiting buses will be staggered to maintain physical distancing of six feet.

**Afternoons:** Students will exit the school building and enter the bus maintaining physical distancing of six feet, sitting in assigned seats.

**NOTE:** The assigned seats will place students from the same household together but allow for distancing between students from separate households. All students must remain seated and facing forward.

Students will be required to wear face coverings while they are being transported to school. Accommodations for students who are unable to wear face coverings will be addressed on an individual basis based on the review of the child's medical diagnosis by the school physician. The following accommodations are available for young children, individuals with disabilities, and those who are medically unable to wear face coverings - face shields, assigned seating with seats in between. Students should wear face coverings while waiting at their bus stop, as should any adult that may be chaperoning their child at a bus stop. A supply of face coverings will be available for any student who does not come prepared. **NOTE: Any noncompliance by students will be addressed by the principal which may result in loss of transportation.**

The district understands that some students with significant sensory, behavioral, communication and/or cognitive needs may not be able to wear face coverings. Parents should contact case managers and specific accommodations will be made when students ride the bus.

District's transportation vendors will comply with district health and safety guidelines. Contracted drivers will complete the same health screening protocols prior to beginning their transportation routes.

Fresh air ventilation is recommended by the CDC as an effective precaution against the spread of the COVID-19 virus. Windows on the bus shall remain open (weather permitting) to provide maximum ventilation on the bus.

# MEALS

The district's initial plan operates schools on a single session day schedule which does not include a lunch period. Should conditions improve and a decision is made to shift to a full day schedule which would include a lunch period, a plan for staggered lunch periods or for students to eat in classrooms and/or other designated areas will be created. These plans will be based on the participation rate of Hybrid students.

Grab and Go meals will be available to all families. While meals will not be consumed at school, families will be able to pre-order meals from a fixed menu to take home.

In the event of a full day schedule, lunches will remain Grab and Go and NOT self serve. All foods will be pre-packaged.

Students shall wash or sanitize their hands prior to and after consuming any food. Students should be reminded not to share food.

## Distribution

**Students present in the building** - Meals will be distributed prior to dismissal. To minimize traffic and contact opportunities, distribution will be scheduled.

**Students who are at home (Hybrid or 100% Distance)** - A scheduled Grab and Go time will be communicated. Parents will have the option to purchase and pick up multiple meals at school.

**Free and Reduced (Hybrid or 100% Distance)** - In addition to their child bringing meals home, parents will have the option to pick up multiple meals at a time.

## Snacks

As part of individual classroom schedules, snack time guidelines will be provided by principals.

## **RECESS & PHYSICAL EDUCATION**

Under the proposed schedule for reopening, recess periods will be structured differently. Schools will use face covering breaks during recess periods. When students and/or classes are outside, during PE and scheduled recess breaks will not be required when 6 feet distancing is followed. In addition, there may be certain settings and activities, because of distancing, face coverings will not be necessary due to physical distancing of more than 6 feet and activities that are anaerobic. Principals, with staff, will ensure that if two or more groups are scheduled in open spaces for recess/breaks at the same time, there will be at least six feet of open space between these groups. Flags, cones, tape or other materials can be used to create boundaries between groups. Students must wash their hands following any recess periods. Hand sanitizer stations will be located at door entrances to playgrounds. Playground equipment use shall be staggered and disinfected as often as practicable.

Principals shall manage recess and physical education classes to allow for the separation of groups. While students do look forward to social interaction during these recess periods, students need to be reminded not to mingle with other classes or student groups when there are multiple classes assigned to recess or outdoor physical education classes at the same time. Specific areas shall be designated for each class to avoid cohort mixing.

Students should be reminded to wash their hands or to use hand sanitizer following recess time.

Physical education classes and recess activities shall be planned to minimize the need for students to have direct contact with equipment, particularly shared equipment. When shared equipment is used, the equipment will be disinfected. The district will close locker rooms to mitigate risk of transmission of the virus.

## **EXTRA-CURRICULAR ACTIVITIES, AND USE OF FACILITIES OUTSIDE OF SCHOOL HOURS**

At the present time, the Green Brook Township Public Schools will not permit any student field trips to be scheduled. This decision will be re-evaluated based on information that is provided by the Office of the Governor and the New Jersey Department of Education regarding the spread of COVID-19 and the numbers of cases occurring in New Jersey.

Extracurricular activities will be evaluated on a case by case basis. Social distancing and safe hygiene practices will be maintained during any extra-curricular activities scheduled. However, middle school fall sports have been canceled.

At the present time, other than Before and After Care provided by the Green Brook Education and Athletic Foundation, external groups/organizations will not be granted permission to hold meetings or activities in the school buildings. This is to allow for the facilities to be properly cleaned and sanitized for regular use by our students and staff. However, the use of our outdoor facilities is permitted only by our current lease agreements with organizations. As part of the lease agreement, all organizations are required to follow all district procedures and health and safety protocols.

# ACADEMIC, SOCIAL, AND BEHAVIORAL SUPPORTS

The district will use a multi-tiered system of support framework to provide targeted support to struggling students. This “whole child” approach supports academic performance as well as behavioral, social and emotional growth.

## **Social and Emotional Learning**

SEL continues to be a district-wide area of focus for the 2020-21 school year. Now more than ever, it is important to support the social and emotional wellbeing of students, staff and families as the community continues to navigate the ripple effects of the pandemic.

- SCCI support - 3 year plan
- Professional Development
  - Leadership training
  - Staff Inservice
  - SEL Coaching by consultants during the school year
  - Action plan development with staff and students
- Learning Activities integrated into morning meetings and classroom instruction
- Monitoring SE Health of staff and students

## **Academic**

Beginning-of-year curriculum based assessments in the various core content areas will be used to assess academic functioning of all students, inform planning and instruction, and assist in identifying those students who require more intensive instruction and/or academic intervention.

- Administrators and counselors will meet with grade level teams and departments to review current academic performance of all students, identify any students who demonstrate regression and develop plans for intervention and monitoring.
  - Use PD time before first day of school dedicated to meeting in grade level teams, looking at curriculum scope and sequence, and deciding on assessment methods for all students to determine current academic functioning in core content areas
  - Use first 2 to 3 weeks of school to teach new behaviors/processes and assess using agreed-upon curriculum-based measures. Teachers will compile a list of target students who demonstrate lower than expected proficiency and discuss with counselor and admin so that appropriate supports can be implemented
  - During aforementioned discussions, establish a system for progress monitoring - need pre/post test data - and reconvene within 6 to 8 weeks, similar to the RTI process but more universal; parents should be informed about steps being taken
- Students who prior to and during the health-related school closure were receiving Tier 3 interventions will be carefully monitored and RTI plans may be adjusted as needed.
- Additional supports and/or services for students with 504 plans, RTI plans and IEP's will be determined on an individual basis.
  - Students in self-contained programs receive individualized instruction as a matter of practice - programming decisions will be revisited and revised if necessary to ensure that students are receiving the type of instruction that best meets their needs; we will look at the continuum of services - everything from the most intensive to the least intensive
- Single session days allow for flexibility in delivery of instruction, including opportunity for additional academic support and/or related services after the “regular” school day if needed.
- Counselors and Child Study Team members will monitor student progress at least on a quarterly basis to ensure that academic programs continue to meet student needs, and more frequently as needed.

- While assessing each student, the district is also looking at a system of benchmarking that will compare academic performance to a norm as well as measure growth relative to individual performance. In order to implement a robust system with fidelity - one in which the data that is collected is used to inform planning of instruction and that is not a one-time assessment but woven into rigorous instructional - we need to be deliberate about training and roll-out.

## **STAFFING**

### **ROLES, EXPECTATIONS, AND RESPONSIBILITIES OF STAFF**

The BOE and district administration place emphasis on addressing the immediate needs of the district with an eye on the long term needs once the district becomes fully operational. After documenting and reviewing the successes and hurdles of our Distance Learning Phases in the spring, we are more informed and better prepared for the decisions and planning for the reopening of schools in September, especially if circumstances require the district to transition into 100% Distance Learning.

Focus on both professional development and collaborative planning time as the district prepares for September are priorities. We recognize that the instructional planning and daily instructional interactions will be new for both staff and students. To this end, the district expanded staff professional development opportunities for staff - prior to the first day of school on September 8 and weekly after students are dismissed. In addition to mandatory professional development that takes place every year, administrators and staff will focus on the following:

- Health and safety protocols
- Social Emotional Wellness
- Instructional best practices in a Hybrid model
- Collaborative planning
  - Instructional expectations
  - District digital tools

#### **Instructional Staff will:**

- Comply with all health and safety protocols established by the district.
- Educate and reinforce all health and safety protocols with students.
- Plan collaboratively for the transition of all students socially, emotionally, and behaviorally.
- Follow planning and instructional guidelines and expectations communicated by the district and their supervisors.
- 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 Hybrid and 100% Distance students.
- Assess student progress early and often and adjust instruction and/or methodology accordingly.
- Develop additional opportunities for real-time support with students (office hours, virtual meetings, etc.).
- Instruct and maintain good practice in digital citizenship for all students and staff.

## Support Staff

- Comply with all health and safety protocols established by the district.
- Perform additionally assigned duties related to the reopening and the daily operations of schools.

## Administrative Staff will:

- Plan for the compliance with all health and safety protocols established by the district.
- Educate and reinforce all health and safety protocols with staff and parents.
- Create a schedule that maximizes opportunities for learning.
- Plan and provide professional development for staff to address the social, emotional, behavioral and academic needs of all students.
- Develop and manage Professional Development Plans (PDPs) for teaching staff and administrators, making needed adjustments based on evolving circumstances.
- Develop and manage Mentoring Plans for the induction of new staff, making needed adjustments based on evolving circumstances.
- Continue to supervise and evaluate staff using the BOE approved evaluation instruments and following NJDOE guidance.
- Support staff with childcare and individual circumstances surrounding FFCRA.
- Plan for staffing shortage due to health screening protocols.

## VACANCY SCENARIOS

The NJDOE guidance requires that districts remain responsive to individual staff circumstances and plan for accommodations for staff that are at high risk for severe illness from COVID-19. In addition, districts must plan for sudden absences and/or vacancies due to daily health screenings and/or quarantining.

To assist in the planning, the district has taken an approach that outlines the progression of handling vacancies in the district.

### GOAL:

- Find solutions to possible and emergent staffing issues
- Maintain flexibility to remain in Hybrid format

### ANTICIPATED ISSUES:

1. Inability to hire certified staff to replace staff on leave
  - If accommodations for staff cannot be made, staff will be approved for leave based on the requirements outlined in the Families First Coronavirus Response Act (FFCRA)
2. Insufficient number of general substitutes to fill daily vacancies
  - **Daily Health Screenings require staff to remain home if they present with symptoms.**
  - **Quarantine based vacancy can be up to 10 days**

To ensure a cohort of general substitutes dedicated to the district, the following measures will be taken:

- Raise the hourly rate for instructional substitutes
- Interview and hire substitutes for the week to provide the following:
  - Provide health and safety training
  - Provide network access
  - Maintain flexibility for each building
  - Minimize contact with other districts

## POSSIBLE SOLUTIONS:

The following are possible solutions:

1. Inability to hire certified staff to replace staff on leave
  - Accommodation will be made for the staff member to work from home. This applies only to staff who do not need to provide childcare at home.
  - If a daily general substitute is available, the substitute will manage the impacted classroom. In Person (and other students ONLINE) students will be instructed virtually by the staff.
  
2. Insufficient number of general substitutes to fill daily vacancies
  - If a daily general substitute is not available, the following may occur for impacted In Person students:
    - Classroom teacher will teach virtually
    - In Person students will participate virtually
    - If multiple classes need substitutes, all students will be grouped in media center, gym, and/or cafeteria for supervision as they participate virtually
    - Students reassigned to different classrooms for supervision
    - Students will remain home until supervision can be arranged - teacher returns or substitute secured

### Flow Chart

