



**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

School Reopening Plan

July 31, 2020

Washington Township School District – School Reopening Plan

School Reopening Committee

Keith Neuhs	Jean Flynn	Jessica Garcia
Michael Neu	Ed Kemp	Anita Smith
Jen Costa	Noreen McGeary	Peggy Edmiston
Mike Angeloni	Heidi Kaiven	Jen Kruger
Rachael Rhinehart	Caryn Kaluzny	Erin Karl
Deb Tierney	Dawn Nisivoccia	

Sub Committees

Operations (*Communications, logistics, inventory, purchasing, food services, staffing, policies, and transportation*)

Jean Flynn	Keith Neuhs	Mike Angeloni
Peggy Edmiston	Ed Kemp	Rachael Rhinehart
Caryn Kaluzny		

Academic Planning (*Academic programs, progress monitoring, special populations, remediations, academic schedules*)

Jessica Garcia	Mike Neu	Heidi Kaiven
Dawn Nisivoccia	Jen Kruger	Erin Karl
Caryn Kaluzny	Keith Neuhs	Anita Smith

Health Services (*Health services, protocols, health supplies, health communications*)

Jessica Garcia	Mike Neu	Jen Costa
Noreen McGeary	Deb Tierney	Keith Neuhs

Student, Family, & Staff Support Plan (*Trauma support, social-emotional well-being for students, family support, staff impact*)

Jessica Garcia	Mike Neu	Deb Tierney
Erin Karl	Rachael Rhinehart	Keith Neuhs

Professional Development (*Staff trainings, student training/support, parent training*)

Keith Neuhs	Heidi Kaiven	Dawn Nisivoccia
Jen Costa	Noreen McGeary	Caryn Kaluzny
Jessica Garcia	Ed Kemp	

Committee Meetings: May 20, June 3, June 17, July 1, July 9, July 15, July 22, July 29.

Sub Committee Meetings: June 25, July 2, July 7, July 27, July 28

Critical Areas of Operation:

1. General Health and Safety Guidelines

- All staff members are required to wear a face covering in the building (*exception: medically documented health condition that prevents such a covering).
- All students are required to wear a face covering in the building (*exception: medically documented health condition that prevents such a covering).
- All students will have a temperature check before entering the building. Any student with a temperature of 100° F will be sent home and safety protocols enacted.
- All visitors entering the building will complete a health screening, including a temperature check. All visitors will be required to wear a face covering when in the building.
- Signage will be posted to remind staff, students and visitors of social distancing and personal hygiene procedures.
- Staff or students who are symptomatic or have a temperature of 100° F or higher will be respectfully quarantined. “Quarantine” rooms have been established in each school building.
- As available, the district will have additional nursing personnel in buildings to support student needs.

2. Classrooms and Other Instructional Spaces

- Homeroom student numbers are being monitored to reduce student populations, where appropriate.
- While in the building, students and staff are required to wear a facial covering regardless of class size (*exception: medically documented health condition that prevents such a covering). Students will be provided with “mask breaks” during the school day.
- Plastic desk shields will be provided for each student desk, instructional area to help mitigate the spread of COVID-19.
- All classrooms / instructional spaces will have hand sanitizer, sanitizing spray and cleaning wipes available. Additionally, classrooms will have band aides, disposable masks and gloves available for students/staff.
- As much as possible, students will have access to individual supplies for class programs. Shared materials will be sanitized at the conclusion of the lesson and students will wash hands / use hand sanitizer at the conclusion of the lesson.

3. Transportation

- The district will work cooperatively with bus contractors to adhere to state and federal guidelines for student transportation.
- Bus routes will be adjusted as much as practicable to reduce capacity.
- Students will wear face coverings on the bus (*exception: medically documented health condition that prevents such a covering). Buses will have a supply of face masks available for students, if needed.
- Windows on the bus will be open as much as practicable.
- Buses will be sanitized between Warren Hills and Washington Township routes.
- Buses will be cleaned and sanitized at the conclusion of each day.

*Note - Individuals with medical mask exemptions may be required to wear face shields.

4. Student Flow, Entry, Exit and Common Areas

- Social distancing will be maintained as much as practicable when in the hallways. Social distancing markings will be marked on walls and floors.
- Entry into the building will require a temperature check. Anyone with a temperature of 100° F will be respectfully quarantined and sent home.
- Students will be directed to enter via one of the designated entrances set up for morning entry.
- Students that are being dropped off by parents will have a health screening at the car and will not be permitted entry if they do not pass the health screening.
- Hand sanitizer and face masks will be available for students as they enter the building.
- Hand sanitizer will be available in designated areas in the building and in every classroom.
- Students will be dismissed in smaller groups as designated by administration.
- Arrival and dismissal times will be adjusted to allow for social distancing as practicable.

5. Screening, PPE and Response to Students/Staff Presenting Symptoms

- All individuals entering the building will be required to answer a COVID-19 prescreening questionnaire. The online form will be made available through OnCourse (or other digital format) and should be completed prior to arrival at school. Parents will complete the prescreening questionnaire before sending students to school. Staff members will complete the questionnaire prior to entering the district.
- All individuals entering the building will be required to have a temperature check. Students and visitors will be checked by staff members. Staff members will self-check their temperature before entering the district.
- Individuals with a temperature of 100° F or greater will be respectfully quarantined and sent home.
- Quarantined students will be escorted to the “quarantine room” and remain there until a parent arrives for pickup.
- Symptomatic individuals who are not students will be denied access into the building.
- District personnel working in the “quarantine” room and /or the nurse’s office will be provided with appropriate PPE (N95 masks, isolation gowns, eye protection, and gloves).
- Health offices and “quarantine” rooms will be equipped with OdorOx air processing systems.
- Staff members will be provided with PPE as required for their position/assignment (face shields, masks, gowns, gloves).
- Students will have access to PPE as needed (masks). Other PPE may be provided based on the individual needs of the student.
- Each classroom / instructional space will have hand sanitizer, sanitizing spray, and cleaning wipes readily available.
- Automated hand sanitizer stations will be accessible in designated locations around the buildings.
- Staff or students that are symptomatic of COVID-19 or have a temperature over 100° F will follow Warren County Health Department guidelines for returning to school. **See Attachment #3**
- Staff or students identified as a close contact of a COVID-19 positive individual will be quarantined as recommended by the Warren County Health Department. **See Attachment #3**

- All suspected cases of COVID-19 will be reported to the Warren County Health Department and appropriate protocols will be implemented. **See Attachment #3**

6. Contact Tracing

- Contact tracing for COVID-19 will be completed by the Warren County Health Department.
- Washington Township School District staff will assist the Warren County Health Department with contact tracing by providing necessary information and assisting with district communications.

7. Facilities & Cleaning Practices

- Electrostatic sanitizing guns will be used to disinfect the building. Sanitizing will take place throughout the school day. Touch points (door handles, handrails, doorknobs) will be routinely sanitized using the electrostatic sanitizing gun. The district has purchased four electrostatic spray guns for use at both schools.
- Additional custodians will be scheduled during the school day to assist with cleaning and sanitizing.
- Restrooms will be sanitized in the morning and mid-day, at minimum. Additional cleaning as required. All restrooms will be deep cleaned and sanitized each evening.
- Student recess and gym class equipment will be sanitized at the end of each class. Students will wash hands / use hand sanitizer at the end of recess and gym class.
- Water fountains will be shut down. Water bottle filling stations will be available during the school day.

8. Meals

- Breakfast will be offered to students each day. Students will be directed to pick up a “grab and go” breakfast option and will eat in their classroom.
- Lunches will be offered to students during a regular school day.
- Students will have lunch in the cafeteria (exception – Kindergarten). Lunches will be offered in a “grab and go” style, so that students do not need to wait in line.
- Lunch periods have been spaced out to allow for additional cleaning time between lunch groups.
- Students will be spaced out with fewer students at each table. Students will only be seated with students from their homeroom.
- Plastic dividers will be used to assist with mitigation.
- On an early dismissal day, students will have lunches delivered to their homeroom to take them home.
- Students who qualify for free or reduced lunch, may pick up meals at the school at the designated time, if they are participating in the Remote Learning Option. Additional information will be provided directly to these families.
- Lunch menus are posted at: <https://www.washtwpsd.org/lunch-menu/>.
- Meals for students can be paid for at: <https://www.payschoolscentral.com>. Families should utilize the Payschools system for payment of school lunches, breakfasts to limit the handling of money.
- Snacks may be available for student purchase during lunch periods. Please check school lunch menus of options.

*Note - Individuals with medical mask exemptions may be required to wear face shields.

9. Physical Education

- Physical education classes will take place outside, as much as practicable. Students should dress appropriately for physical education class.
- Teachers will focus more on individual pursuits or skills (fitness, yoga, mindfulness) rather than traditional team sports.
- Students will not be required to wear masks during aerobic exercises, as they will be socially distanced outside.
- When the weather does not allow for outside activities, teachers will design lessons around available spaces.

10. Extra-curricular Activities and Use of Facilities by Outside Organizations

- After school clubs and activities will not be planned for students at this time, unless they can take place virtually.
- Washington Township School District buildings will not be available for use by outside organizations at this time. The district does not have the capacity to manage outside organizations and maintain appropriate cleaning protocols.
- Washington Township School District Fields may be utilized by organizations, provided they complete appropriate use of facilities documentation.

Continuity of Learning

Instructional Programs – Option 1: Full In-person Learning Option 2: Full Remote Learning

For scheduling purposes and continuity, parents/guardians are asked to commit to the Full In-Person Learning or the Full Remote Learning option for a marking period (however, schedules will be developed for the full year). Toward the end of each marking period, parents may choose to change their option. If circumstances change and a parent needs to make a placement change, prior to the end of a marking period, they should contact their child’s principal to discuss program changes. Please note, when a student changes placement from Full In-Person Learning to the Full Remote Learning or vice versa, they will be assigned a different teacher.

Information regarding student homeroom teachers and individual schedules will be mailed to families as part of our Back-to-School mailing in August.

Option 1: Full In-person Learning

- Students will be in school Monday – Friday for a regular school day. **See Attachment #2**
- Students will follow the approved school calendar but will have an early dismissal schedule on September 2-4 & 8-11, to allow for additional staff development and technology training. **See Attachment #1** for a copy of the 2020 – 2021 school calendar.
- Homeroom classes have been modified to reduce class sizes for larger grade levels (homerooms are generally 14 – 18 students, numbers may change based on the number of students utilizing the Full Remote option).
- If the school has a sudden closing due to staffing or by the direction of the Warren County Health Department, students will have remote learning days with their current teacher. Students would follow the schedule provided for these sudden closings. Specific schedules will be provided along with homeroom teacher information in our Back-to-School mailing in August. These schedules will be specific to the individual homerooms.

Option 2: Full Remote Learning

- Students will have all lessons on-line.
- Students will be assigned a remote learning teacher(s) who will provide lessons on Microsoft Teams and independent work for the student to complete.
- Students must sign in each day for attendance, participate in video lessons and complete assignments provided.
- Sample student Remote Learning schedules are provided. **See Attachment #6.** Note: Schedules are in draft mode and may change, as needed.
- Students enrolled in the Full Remote Learning option will be expected to meet New Jersey Student Learning Standards. To support this expectation students will be required to participate in lessons as scheduled and complete projects/tasks as assigned.

Educational Programs – Special Populations

- Parents of students with special needs may access either in-person or remote learning options.
- CST members will continuously monitor students on their caseloads to ensure IEP goals and objectives are being addressed.

- Related services will be provided, either in-person or remotely as indicated by the student's IEP (in the case of a school closure, related services may need to be provided remotely). Case managers will work with special needs families to review related service procedures.
- Student evaluations will be completed in a timely manner to the greatest extent possible.
- RTI processes will be followed to address students in need of interventions and additional support.
- Student 504 programs will be implemented either in-person or remote learning options. Student 504 programs will be monitored by the 504-case manager to ensure proper program implementation.
- ELL learners may access either in-person or remote learning options. The ELL Coordinator will ensure student programs are being implemented appropriately.
- Gifted & Talented/Enrichment Programs will be implemented in the classroom by the student's teacher, through differentiation of instruction. The G&T/Enrichment teacher will coordinate programs with the classroom teacher to meet students' needs. Additional enrichment opportunities will be provided remotely, as appropriate.
- Basic Skills Instruction will continue to be provided by assigned teaching staff. Teaching staff will meet students as needed to address learning needs. Students will continue to be identified for support based on a combination of screening assessments, teacher recommendations and parental collaboration.

Technology and Connectivity

- All students will be provided with their own iPad.
- All students and staff will be provided with a Microsoft 365 account which will allow them access to Teams, Word, Excel, and PowerPoint.
- All students and staff will be provided with a Class Link account which will allow for easier logins to district sponsored technology subscription services.
- All families will be able to access OnCourse for review of student attendance and grades.
- All certificated staff members will be provided with a district laptop to utilize for lesson design and remote learning programs. Non-certificated staff may utilize district laptops as needed and approved by the Technology Coordinator.
- Students who do not have reliable access to the internet will be provided a Kajeet Smartspot device for use at home. Families in need of internet service will contact their building principal.
- All district provided devices must be utilized using District Acceptable Use Policies.
- Technology training webinars / videos and help sheets will be provided to families.
- Technology support will be available to families via email.
- Staff technology trainings will continue to be offered. See Attachment # 9

Curriculum, Instruction and Assessment

- All Washington Township School District students have equitable access to in-person and remote learning technologies regardless of grade level.
- Washington Township School District has worked to develop a partnership with many stakeholders to develop a School Reopening Plan.
- Washington Township School District continually monitors its learning model through direct supervision by administration. Assessments and plans are reviewed weekly and data on student achievement is discussed with staff.
- The district sends out regular communications to the school community via e-blasts, website updates and social media posts.
- To provide a comprehensive support system for students and families, the Washington Township School District provides a full Child Study Team (school psychologist, social worker,

learning disabilities teacher consultant), a guidance counselor, a behaviorist, and an occupational therapist.

- Staff members are provided training for new instructional techniques during professional development days as well as during Professional Learning Community (PLC) meetings.
- LinkIt diagnostic software and data analysis programs are utilized by the district to identify student needs and develop classroom instruction.
- LinkIt programs will be utilized for student benchmark assessments and progress monitoring throughout the school year.

Professional Development

- A professional development program has been developed for the 2020-21 school year by a sub-committee of the School Reopening Committee. **See Attachment #9**
- The professional development program indicates programs for staff, parents and students and includes technology training, health & wellness training and academic trainings for staff.
- In addition to the trainings developed for this year the district will continue to sponsor PLC groups for additional teacher support.
- Staff members will continue to complete all state mandated trainings.
- New staff members will be provided with a mentor.

Pandemic Response Team

Superintendent	Keith Neuhs
Business Administrator	Jean Flynn
Brass Castle Principal	Jessica Garcia
Port Colden Principal	Michael Neu
Teachers	Heidi Kaiven, Dawn Nisivoccia, Jen Kruger
School Counselor	Deb Tierney
Child Study Team	Erin Karl
School Nurses	Jen Costa, Noreen McGeary
School Safety Specialist	Keith Neuhs
Facilities	Mike Angeloni
Parents	Jessica Wormeck, Melissa Fehr

- Committee will meet at least twice a year (additional meetings as needed).
- Pandemic Response Team will begin meetings at the beginning of the school year to access the school reopening plan and make recommendation to improve educational and safety programs.
- Committee meeting notifications via email.
- Meeting information to be shared at Board of Education meetings.
- Communications, as appropriate, to be posted on website or e-blasted to families.
- Health and Safety updates to be e-blasted to families.

Attachments:

1. **District Calendar** - [WTSD District Calendar 2020-2021](#)
2. **School Buildings – Hours of Operation** - [District Hours of Operation 2020-2021](#)
3. **Hunterdon, Sussex & Warren County COVID-19 School Community Containment Guidelines** - [TriCounty Health Department Containment Guidelines 7-26-2020](#)
4. **Parent Transportation Services Waiver** - [Transportation Waiver Form 2020-2021](#)
5. **Reinstatement of Transportation Services Request Form** - [Reinstatement of Transportation Form 2020-2021](#)
6. **Full Remote Learning – Sample Schedules**
 - a. [Kindergarten – DRAFT Remote Learner Schedule](#)
 - b. [1st Grade – DRAFT Remote Learner Schedule](#)
 - c. [2nd Grade – DRAFT Remote Learner Schedule](#)
 - d. [3rd Grade – DRAFT Remote Learner Schedule](#)
 - e. [4th Grade – DRAFT Remote Learner Schedule](#)
 - f. [5th Grade – DRAFT Remote Learner Schedule](#)
 - g. [6th Grade – DRAFT Remote Learner Schedule](#)
7. **Remote Learning Recommendations – “SOAR”** - [SOAR - Virtual Learning Expectations](#)
8. **Community Resources for Families** - [Community Resources for Families](#)
9. **Training Links for Students / Families (document will continue to be updated)** - [Student & Parent Training Resources](#)
10. **District Acceptable Use Policy** - [District Acceptable Use Policy Form 2020-2021](#)
11. **District iPad Loaner Contract** - [District iPad Loaner Contract 2020-2021](#)