

WHITE TOWNSHIP SCHOOL DISTRICT
565 COUNTY ROUTE 519
BELVIDERE, NEW JERSEY 07823



Reopening Plan
Revised August 24, 2020

Reopening school by prioritizing student and staff safety, social and emotional support for all, and personalized learning experiences for both in-person and virtual students.

Guiding Principles for Reopening School

- The NJ Department of Education standards for reopening schools will be satisfied. The NJ DOE released “The Road Back” on June 26, 2020, and the plan outlines guidelines and recommendations for reopening schools. The full plan can be found at <https://www.nj.gov/education/reopening/>.
- CDC guidelines will continue to be followed. More information detailing CDC guidance can be found by visiting [CDC Guidance](#).
- White Township School District will continue to prioritize student and staff safety, social and emotional support for all, and personalized learning experiences for both in-person and virtual students.

Scheduling for Students

The School Reopening Committee discussed at length various scheduling options for our students. The Committee utilized a parent survey and input from various stakeholders to determine the below options for our school community. Many factors were taken into consideration. These factors included student and staff safety, student learning for both in-person and virtual students, consistency for students, parents, and staff, and a multitude of other considerations.

To reopen school, White Township will be operating on an early dismissal day schedule (9:00-1:30). With this schedule, parents will have 2 options including an in-person option and a virtual option. Parents must commit to in-person or virtual learning for the month of September. A form will be distributed to parents electronically on August 5th, and parents must return the form by August 10th indicating their selection. If a parent chooses virtual, they will need to indicate on the form any technology needed to facilitate virtual learning. Regardless of the choice selected, parents will be able to change their selection for October by notifying the District. Additional information will be shared in September detailing this procedure.

Option #1 (In-Person Learning)

Your child(ren) return(s) to in-person learning 5 days a week (Monday through Friday) on an early dismissal day schedule. School begins at 9:00 and dismisses at 1:30. Key scheduling points with this option:

- For Kindergarten through 4th grade students, they will receive approximately 90 minutes of ELA, 60 minutes of Math, 40 minutes of Science or SS, a 30 minute Lunch/Recess period, and a 30 minute Special daily.
- For 5th through 8th grade students, they will receive approximately 55 minutes of ELA and Math, 45 minutes of Science and SS, a 30 minute Lunch/Recess period, and a 30 minute Special daily.
- Please note, specials will be virtual in design allowing students to complete them in their homeroom with any staff member providing supervision. This will allow for substitutes as needed and will also eliminate sharing of materials, etc.
- When a student is absent from in-person learning due to the need to isolate, quarantine, etc., they may participate in the virtual instruction for the day. If the student does this, they will be marked “Virtually Present” for the day.

Option #2 (Virtual Learning)

Your child(ren) will receive a combination of asynchronous and synchronous instruction daily. Key scheduling points with this option:

- In an effort to improve the virtual experience for our students, the School Reopening Committee has revised the plan to include live streaming. For our K-4 virtual students, they will be given 2 times daily to login to Zoom or Google Meet where they can live stream the instructional part of the Language Arts and Math lesson for the day. K-4 teachers will then meet with virtual students in the afternoon to provide clarification, assistance, and support.
- For our 5-8 virtual students, they will be given 4 times daily to login to Zoom or Google Meet where they can live stream the instructional part of the Language, Math, Social Studies, and Science lesson for the day. Grade 5-8 teachers will then meet with virtual students in the afternoon to provide clarification, assistance, and support.
- Virtual students will be assigned a mentor to support virtual learning and to serve as a primary point of contact.
- A virtual code of conduct will be shared with parents as part of the larger code of conduct at a later point in August. Please note, attendance will be taken daily and students who are learning virtually will be marked absent if they do not attend their scheduled, synchronous sessions.

Full Virtual Instruction

White Township School has developed the plan below to provide virtual instruction to all of its students if deemed necessary based on the recommendations of the CDC, the Department of Health, the Board of Education, and the CSA.

Kindergarten through 4th Grade

- Students will begin their virtual day with a synchronous meeting on Zoom or Google Meets for 30-45 minutes. The synchronous session will include a morning meeting, a mini lesson for ELA, a mini lesson for Math, and an overview for the day.
- Synchronous small group instruction will be provided daily in ELA and Math for approximately 30-40 minutes.
- Students and teachers will check-in with one another individually 2-3 times per week for approximately 10-15 minutes.
- Students will complete approximately 1-2 hours of asynchronous learning daily and approximately 1-2 hours of synchronous learning daily.
- Specials will be project-based and will mostly be done asynchronously.

Grades 5-8

- Students will receive synchronous instruction for 30 minute periods daily for ELA, Math, Science, and Social Studies.
- Students will be divided into cohorts and content teachers will facilitate cohort check-ins 2-3 times per week for approximately 10-15 minutes each.
- Students with special needs will be assigned a case monitor to facilitate virtual learning.
- Students will complete approximately 2 hours of asynchronous learning daily and approximately 2 hours of synchronous learning daily.
- Specials will be project-based and will mostly be done asynchronously.

Conditions for Learning

Indicator #1 - General Health and Safety Guidelines

- Social Distancing
 - Students and staff will remain 6 feet apart in the classroom to the maximum extent possible. Additionally, desk shields will be positioned on students' desks.
- Face Coverings
 - Staff and students are asked to bring their own face coverings from home, although the school will have additional supplies available for staff and students.
 - All students, staff members, and visitors must wear a face covering.
 - All visitors entering the building must wear a mask. Anyone entering without a mask will be asked to leave.
 - Parents are asked to help their children build “mask endurance” prior to school resuming in-person learning by practicing new social norms in public settings.
- Signage to mitigate the spread of COVID-19:
 - Exterior signs and markers will be posted reminding all individuals to practice social distancing and to wear a mask.
 - Interior signs and markers will be posted reminding all individuals to practice social distancing and to wear a mask.
 - Signs will be posted listing COVID-19 procedures for entry to the building.
 - Signs will be displayed reminding all to wash hands frequently with proper handwashing technique.
- Non-Touch hand sanitizing stations with alcohol-based hand sanitizer (at least 60% alcohol) will be positioned throughout the building. Furthermore, each classroom will have hand sanitizer to ensure students and staff wash hands frequently. At a minimum, hands must be washed upon arrival, before and after lunch, and prior to dismissal.
- Disinfecting “high touch” areas will be done frequently throughout the day and each classroom will be disinfected daily. See Indicator #7 for more information regarding cleaning and disinfecting practices.
- Communication will be established and maintained with local and State authorities to determine the appropriate response given the situation's circumstances.

Indicator #2 - Classrooms, Testing, and Therapy Rooms

- Social distancing within the classroom will be provided to the maximum extent practicable. This will be achieved by ensuring students are seated at least six feet apart. Furthermore, students will have desk shields on their desks.
- All students, staff members, and visitors must wear a face covering.
 - Accommodations for students who are unable to wear a face covering will be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- Use of shared objects will be limited and discouraged. Objects must be disinfected before shared.
- Recirculated air will have a fresh air component and windows will be opened as applicable.

Indicator #3 - Transportation

- Every school bus will be cleaned and disinfected before and after each bus route.
- Face coverings will be worn by bus drivers at all times.
- Face coverings must be worn by all students who are able to do so upon entering the bus.
 - Accommodations for students who are unable to wear a face covering will be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- Siblings will be seated together.
- We anticipate that our buses will operate at approximately 50% capacity due to parents choosing not to send their children on buses or parents selecting virtual only instruction.

Indicator #4 - Student Flow, Entry, Exit, and Common Areas

- Physical guides including tape on floors and signage will be used to serve as a reminder to maintain social distancing during student arrival/departure, and while in lines when moving through the hallways/common areas.
- Social distancing will be required to the maximum extent possible when entering, exiting, and moving about the building.
- Students are required to wear face coverings when entering, exiting, and moving about the building.
- Students will be required to use hand sanitizer or wash their hands upon entering the building and prior to leaving the building.
- Staff will be placed at the entrances/exits to monitor the doors when the students are entering/exiting the buildings.
- Prior to entering the school, all visitors will go through the District approved Health Screening. All procedures will follow according to policies.
- All visitors will enter and exit the building through the main entrance of the building.
 - Parents will drop off and pick up student belongings in the vestibule and will only be permitted to enter the main office if needed.
- Staff will park in the Rt. 46 bus loop and on Titman Road to alleviate congestion in the 519 parking lot. This will allow parents to find a space and park in the 519 parking lot for both drop off and pick up.
- Students will be dismissed from the building in grade level bands to minimize traffic at a given time.
- All staff will wear masks and will be required to enter the building using their key fob for attendance purposes.

Indicator #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

- Staff will take their temperature and self-check for COVID-19 symptoms prior to leaving home each morning. If their temperature is 100.4 degrees F or higher, then they are to call the main office and remain home.
- Parents are encouraged to be alert to signs of illness in their child(ren), and to keep their child(ren) home if they are sick. Parents are required to screen their child(ren) before placing them on a bus or driving them to school. Parents will be required to sign off on the required daily screening on a monthly basis.

- If the child's temperature is 100.4 degrees F or greater, then the student must remain home and the parent will notify the school nurse.
- COVID-19 signs and symptoms daily checklist to be provided by the school.
- Contactless thermometers will be used to check students' temperatures prior to entering the building.
- Staff will visually check students for symptoms upon arrival (which will include temperature checks), and will continue to conduct visual scans for symptoms throughout the day.
- Results will be documented by the school nurse when signs/symptoms of COVID-19 are observed.
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others.
- The health office will have an isolation/quarantine room.
- Students or staff presenting with a fever or symptoms will be placed in isolation and further screening will be completed by the school nurse.
- Any staff member or student with a temperature of 100.4 degrees F or greater will be sent home.

Indicator #6 - Contact Tracing

- Potential COVID-19 cases will be reported, as required, to the Warren County Department of Health. Guidelines for suspected, probable, and confirmed cases will be followed. For the most recent guidelines regarding contract tracing, please visit the [NJ DOH's New Guidelines](#) released on August 13, 2020.

Assumptions from the Warren County DOH:

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

Definitions from the Warren County DOH:

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

Indicator #7 - Facilities Cleaning Practices

- Custodial cleaning time will be maximized.

- A schedule has been developed for increased, routine cleaning and disinfection. Examples of frequently touched areas in school that will be routinely cleaned:
 - Classroom desks and chairs
 - Door handles and push plates
 - Handrails
 - Kitchens and bathrooms
 - Light switches
 - Handles on equipment
 - Buttons on elevators
 - Telephones
 - Computers and electronic devices
 - Drinking fountains (Will be closed other than the non-touch bottle filling stations)
 - Sanitize bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).
- To limit crowds in the bathroom, the District will limit the number of students who can enter the bathrooms to no more than three students at a time. A sign out sheet will be utilized to facilitate this practice.
- Bathroom doors will be propped open to limit contact.
- Hand sanitizer will be made available in all classrooms and non-touch hand sanitizer dispensers will be accessible in high traffic areas.
- EPA approved disposable wipes will be available to all staff to clean commonly used surfaces such as keyboards, desks, etc. before use.
- The District will ensure adequate supplies to support cleaning and disinfection practices. Additional cleaning supplies and equipment have been purchased.

Indicator #8 - Meals

- School meals are critical to student health and well-being. The District, as well as the NJ DOE, considers it a moral imperative to ensure the seamless and continuous feeding of students during all phases of school reopening.
- Students will eat lunch in the cafeteria.
 - Times will be staggered to allow for social distancing.
 - Tables and surfaces will be cleaned and sanitized between each meal service.
 - Staff members must wash their hands after removing their gloves or after directly handling used food service items.
 - Students will be required to wash their hands prior to and after eating lunch.
 - Family style and buffet style lunches will be discontinued.
 - Students will not be permitted to share food.
 - Students may bring a lunch from home or purchase a lunch from the cafeteria.
- Staff members handling food or assisting with lunch will be required to wear face coverings and gloves.

Indicator #9 - Recess/Physical Education

- Physical Education classes will take place outside for as long as the weather allows. The teachers will also ensure that social distancing is maintained.

- Focus will be given to individual skills rather than traditional team sports or activities. For example, dance, yoga, exercises without equipment, fitness, etc.
- There will be minimal sharing of sports equipment and the equipment will be sanitized after each class.
- There will be at least six feet of open space between homerooms.
- Individuals will wash hands immediately after outdoor playtime.
- The use of cones, flags, tape, or other signs will be used to create boundaries between groups.
- For recess, times will be staggered to ensure an appropriate number of students/groups are outside at one time.
- The playground will not be used during the school day.

Indicator #10 - Extracurricular Activities and Use of Facilities Outside of School Hours

- Currently, field trips are not being planned and will be reassessed at the conclusion of the 1st marking period.
- External community organizations will need to follow the District’s process for use of facility requests. Each request will be examined with COVID-19 in mind, and approval will be granted on a case by case basis.
- Visitor access will be greatly restricted until further notice. Symptomatic individuals will not be permitted to enter the building.
 - A visitor is classified as a non-student or non-staff member
- Extracurricular clubs will not run for the beginning of the school year. The exception is Jumpstart, which will be offered to support students’ learning. Jumpstart Clubs will remain virtual for the opening of school to eliminate cohort mixing. The ability to run other clubs will be reassessed at a later date.

Academic, Social, and Behavioral Supports

Special Education and ESL Services

White Township School District will continue to meet the needs of students with disabilities or ESL students to the greatest extent possible. The District will have:

- Procedures to address the return to school of medically fragile students and students with physical or health impairments who may require accommodations and modifications as part of an IEP or 504.
- IEP teams review student data/progress to determine whether critical skills were lost during the 19-20 school closure.
- IEP teams consider the impact of missing services on student progress and determine if additional services are needed.
- IEP teams develop a procedure to complete overdue and/or incomplete evaluations to determine eligibility for special education services.
- Clear communication to parents/guardians for the procedures for student referrals and evaluations to determine eligibility for special education and related services or a 504 plan.
- ESL screening will occur for all incoming identified students.
- ESL services will be provided as dictated by the student’s program.

Multi-Tiered Systems of Support

White Township School District will be utilizing the RTI framework (Response to Intervention) as a systematic approach to prevention, intervention and enrichment for students in grades PK-8. White Township will:

- Administer universal screening to drive instruction in the Fall of 2020, whether we are in-person or virtual.
- Form teams of staff to utilize the data to inform decisions about instruction and necessary interventions in each support tier.
- Include family members in the decision-making process.
- Make instructional decisions grounded in the data obtained from formative assessments.

Social-Emotional Learning

- The guidance counselor will conduct check-ins with students as needed. Students can also request a meeting with the counselor at any time.
- Child study team members will also be available to assist any student who may need social-emotional assistance.
- Outside agency resource information is available to all parents/guardians through the guidance counselor.
- The social-emotional well-being of our staff and students will continue to be one of our top three priorities.

Professional Development

- Professional development will continue to be provided for faculty regarding safety, social-emotional learning, and personalized learning.
- As the year progresses, the District will look to identify other areas where professional development will be beneficial.

Technology

- All students in need of a technology device will receive one to take home to facilitate virtual learning.
- Families without internet connectivity will be put in contact with an internet provider to assist with internet connectivity.

Child Care

Child care will be offered before and after school hours, onsite by an outside agency. It is understood that our modified school schedule may increase the likelihood that families who otherwise would not utilize child care will now require it. Child care will be offered on days that school is in session.

Reopening Committee

Frank Panetta - Board President

William Thompson - CSA

Allyson Evans - Association President, ELA Teacher Gr. 7

Gary Hutchison - Science Teacher Gr. 5-6

Lisa Rosano - Preschool Teacher
Stephanie Quinn - Guidance Counselor
Dave Hartung - Custodian / Maintenance
Ingrid Scott - Administrative Assistant
Justine Mahon - School Nurse
Parent Representation

Pandemic Response Team

William Thompson - CSA
Allyson Evans - Association President, ELA Teacher Gr. 7
Gary Hutchison - Science Teacher Gr. 5-6
Lisa Rosano - Preschool Teacher
Stephanie Quinn - Guidance Counselor
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