

# Readington Ready: Our Plan for Restarting Schools



Board of Education Offices  
52 Readington Road, Box 807  
Whitehouse Station, NJ 08889

*First submission to the County Office: July 29, 2020*

*Revisions may occur after the New Jersey Department of Education Releases formal checklist of contents*



## **Table of Contents**

<b>Letter from the Superintendent</b>	<b>2</b>
<b>Introduction</b>	<b>3</b>
<b>Principles</b>	<b>4</b>
<b>Health and Safety Measures and Physical Wellness</b>	<b>5</b>
<b>Instructional Schedule</b>	<b>10</b>
<b>Equity and Priority Student Populations</b>	<b>13</b>
<b>Teacher and Parent Training/Learning Opportunities</b>	<b>14</b>
<b>Nutrition and Food Service</b>	<b>15</b>
<b>Transportation</b>	<b>16</b>
<b>Technology</b>	<b>18</b>
<b>Social and Emotional Wellness</b>	<b>19</b>
<b>Thank you and Acknowledgements</b>	<b>21</b>



*Readington Ready: Our Plan for Restarting Schools*

**Letter from the Superintendent**

Dear Members of the Readington School Community,

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

I am excited to share with you *Readington Ready: Our Plan for Restarting Schools*. Even prior to receiving guidance from the New Jersey Department of Education, our district began thinking about what reopening might look like. Once the DOE's guidance was released our Restart Committee began the detailed task of gathering information to put into this plan to ensure a safe return to schools in the fall. The New Jersey Department of Education guidance document specifically calls for our brick and mortar schools to be open in the fall by stating, "...absent a shift in the public health data, school buildings will open in some capacity for in-person instruction and operations in the fall." Therefore the Restart Committee envisioned a reopening with a combination of in-person and virtual instruction, also called a hybrid model. Our restart plan includes several sections which represents much of the work from the Task Force and Restart Committees. In addition, the plan also includes references to the NJDOE guidance document to ensure compliance.

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

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

Sincerely,

Jonathan Hart, Ph.D.  
Superintendent of Schools



## **Introduction**

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

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

To ensure consistency with respect to the health and safety of school communities across the State, the NJDOE Guidance speaks specifically to health and safety measures identified as "anticipated minimum standards." These “anticipated minimum standards” are items the NJDOE Guidance recommends a school district incorporate into the Plan as definite components related to health, safety, and operations. Through this established set of Statewide standards, the NJDOE can ensure the State's educational health does not come at the expense of public health. The “anticipated minimum standards” in the NJDOE Guidance are listed and have been incorporated into the school district's locally developed Plan.

The NJDOE Guidance also provides “considerations” that may help school officials in strategizing ways to adhere to the “anticipated minimum standards”, but do not represent necessary components of the Plan. These “considerations” are not listed in the school district Plan, but school officials have reviewed and incorporated the “considerations” included in the NJDOE Guidance when developing the Plan.

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

The NJDOE Guidance uses the term “school districts” or “schools” or “districts” when referring to the completion of tasks. For example, “districts must develop a schedule for increased routine cleaning and disinfection.” This Plan assigns the responsibility for completing tasks to “school officials” which would be the Superintendent of Schools or a designee of the Superintendent of Schools.

The NJDOE Guidance requires a Board Policy to address several elements outlined in the NJDOE Guidance. The Board of Education has adopted Board Policy 1648 – Restart and Recovery Plan that includes the policies required in the NJDOE Guidance.

This Plan is aligned with the requirements outlined in the NJDOE Guidance. The Appendices section of this Plan include the school district's unique and locally developed protocols to ensure school(s) in the district reopen safely and are prepared to accommodate staff and students' unique needs during this unprecedented



## *Readington Ready: Our Plan for Restarting Schools*

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

The requirements outlined in the NJDOE Guidance and incorporated into this Plan are controlled by Executive Order of the Governor of New Jersey and are subject to change

### **Principles**

**Primary Principle:** Provide for the health and safety of our staff and students while implementing a cohesive, consistent educational program amid a global pandemic.

#### **Sub Principles Summarized from the NJDOE Restart and Recovery Plan:**

Sub Principle 1: Reduce crowds and close contact.

Key tools and strategies:

- Masks
- Face Shields
- Social distancing (6 foot rule)
- Use of plexiglass barriers
- Classroom redesigns
- Reducing movement of students
- One-way hallways and stairwells
- Identifying possible “shifts” of staff and students (i.e. A/B Day)
- Reduction in students in areas such as cafeterias, gyms, recess

Sub Principle 2: Reduce mixing of students.

Key tools and strategies:

- Cohorting and batching of students
- Reducing movement of students
- One-way or limited hallways and stairwells
- Designate entry and exit points

Sub Principle 3: Monitor the prevalence of symptoms and spread in the schools and community.

Key tools and strategies:

- Daily “symptom-free” assurances from families
- Periodic temperature checks
- Educate children (and staff training) about signs and symptoms
- Isolation areas

Sub Principle 4: Sanitize, disinfect, and enhance cleaning protocols

Key tools and strategies:

- Personal hygiene
- Custodial sanitation and new standard protocols
- Wipes, cleaners, sanitizing stations for use by students and staff
- Area audits to reduce problematic surfaces

## **Health and Safety Measures and Physical Wellness**

### *Outline*

The Health and Safety Measures section of this plan provides readers with an overview of the protocols used in schools during reopening. This answers several Critical Areas of Operation found in the NJ Department of Education *Restart and Recovery Plan*. Specifically, this section reviews Area of Operation 1: General Health and Safety Guidelines, Operation 2: Classrooms, Testing and Therapy Rooms, Operation 4: Student Flow, Entry, Exit and Common Areas, Operation 5: Screening, PPE, and Response to Students Presenting Symptoms, Operation 6: Contact Tracing, and Operation 7: Facilities Cleaning Practices.

### *Pre-boarding wellness assurances for students and assurances for staff*

- Each parent who is sending their child to school will be required to log online and fill out a form through Google Forms or Genesis that assures the district that the student's temperature was taken before boarding the bus or coming to school. Staff will also take their temperature before coming to work and assure they have done so when signing into the building.
- Children or staff showing **signs and symptoms of any illness must stay home from school**. Signs and symptoms of COVID-19 include the following (appearing in the NJDOE document):
  - Fever of 100° or greater
  - Cough
  - Shortness of breath
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Fatigue
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

### *Mask wearing protocols*

- All staff and visitors will be required to wear face coverings at all times. Exceptions can be made when the mask inhibits an individual's health.
- Students shall also be expected to wear face coverings during the school day. There are times when an adult may permit or instruct students to take masks off (i.e. a mask break). This will be done only when a six (6) foot distance can be maintained. Exceptions can be made when the mask inhibits a student's health.



## *Readington Ready: Our Plan for Restarting Schools*

### *Wellness checks at school - periodic temperature checks and follow-ups*

- The staff must visually check students for any COVID-19 symptoms upon arrival at school. Staff will be trained on the signs and symptoms of COVID-19 prior to the start of school (see section below). The district staff may also be conducting random temperature checks during the school day.
- Temperature checks will also occur if district staff did not receive an assurance document for a staff member or student.

### *Education on signs and symptoms*

- The district shall post signage throughout the school buildings including, but not limited to, entrance and exits, hallways, cafeterias, gymnasiums, classrooms, bathrooms, playgrounds, and so forth. Floor markings and designated assigned seating areas shall be maintained.
- Staff will be provided training relating to health and safety protocols. Communication with parents will be regular and frequent. Students shall be taught safety measures during the school day.

The district has a supply of PPE and cleaning supplies that will be placed in certain locations in the building or could be supplied to staff and students as requested via an accommodation:

- Face coverings
- Barriers
- Gloves
- Face shields
- Hand sanitizer
- Cleaning solutions

### *Procedures of symptomatic student or staff at school*

- Isolation room: Staff or students experiencing symptoms related to COVID-19 will be respectfully placed in an isolation room until such time the student is picked up from school or staff members can safely exit the building and go home. Nurses must ensure social distancing when interacting with the individual in the isolation room and the individual in the isolation room will be required to wear a mask.

Exclusion guidance from the Department of Health (DOH) is listed below. This guidance may be updated as the summer continues. This chart below provides information for excluding individuals testing positive or having symptoms of COVID-19:

<b>If this...</b>	<b>Then this...</b>
Individuals who have symptoms of COVID-19 AND <ul style="list-style-type: none"> <li>● have tested positive (by PCR, rapid molecular or antigen testing) OR</li> <li>● have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until:</li> </ul>	<ul style="list-style-type: none"> <li>● At least 10 days have passed since their symptoms first appeared AND</li> <li>● They have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever) AND</li> <li>● Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)</li> </ul>
Individuals who have NO symptoms and have tested positive should stay home and away from others until:	<ul style="list-style-type: none"> <li>● 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms</li> </ul>
Individuals who have symptoms and have tested negative should stay home and away from others until:	<ul style="list-style-type: none"> <li>● 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.</li> </ul>
Individuals who are identified as a close contact* should:	<ul style="list-style-type: none"> <li>● Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative</li> </ul>

\*Close contact is within 6 feet for at least a period of 10 minutes

*Positive case at school*

The district administration and the school’s Pandemic Response Team will work collaboratively with the Hunterdon County Department of Health to ensure we follow protocols if a staff member or student tests positive for COVID-19. Once a positive case is identified, the district will assist the Department of Health with contact tracing (see below). Our protocols will follow the guidelines set forth by the CDC which can be found [here](#). A communication would be sent out notifying families of a confirmed case. A positive case would likely include a 14-day quarantine of the affected class(es).

*Contact tracing*

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





## *Readington Ready: Our Plan for Restarting Schools*

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

School staff should assist administration and the Pandemic Response Team in identifying close contacts of positive COVID-19 cases. This will be done in conjunction with the Health Department. The contact information for the Public Health Nursing Division is 908-806-4570.

### *Accommodations for Staff and Students*

- Accommodation requests by staff will be discussed on a case by case basis.
- Accommodation requests by students will be discussed on a case by case basis.
- Leaves for staff: Please review Policy 1649 (forthcoming) and [Federal Department of Labor](#) handout

### *Classroom and hallway setup*

Classrooms are being designed to accommodate the maximum number of students while maintaining six foot spacing between assigned student seating, forward facing. Seating shall allow for access to sinks in the classrooms for hand washing, and a designated space adjacent to the SMARTboard will be provided to teaching staff at least six feet from the first row of student seats. Students requiring close instruction such as speech services shall be provided with clear barriers such as plexiglass, along with areas of congregation such as main office, nurse office, cafeteria lunch line, etc. Self-contained special needs students will be provided individual student barriers for usage. Additional barriers shall be provided based on needs that may arise or accommodations that need to be made. Excess furniture and classroom supplies shall be removed to accommodate additional spacing needs. Classrooms lacking a sink or bathroom will be provided with a hand sanitizing station. Each classroom will also be equipped with cleaning supplies such as cleaning spray, wipes, hand sanitizer among other measures. Reduction in commonly touched surfaces shall occur to degree possible. Hallways will be designated one-way where feasible, and markings and signage shall be placed to promote social distancing.

### *Air flow and HVAC settings*

The district recognizes the needs to create additional passive air circulation and introduction of increased outdoor air into the building to promote safety. The district shall remove all classroom fans and hand blow dryers in bathrooms as non-passive in nature. HVAC units shall be adjusted to increase outside air flow into the building and windows shall be opened when feasible. Vent angles shall be adjusted as necessary to prevent direct, active air flow across surfaces, as airflow is preferred to be indirect to prevent direct spread of water droplets in the air between students and staff. Passive air circulation from adjacent rooms and hallways shall occur, unless safety or privacy prohibits. Filters with a MERV rating of 13 or higher that potentially remove a certain percentage of viruses from the air are not feasible at this time due to HVAC capabilities, nor



## *Readington Ready: Our Plan for Restarting Schools*

is installation of UVC lighting in air units. The district is considering these options and others long-term as part of capital projects.

### *Facilities and Cleaning*

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

- Facilities staff will review and receive retraining on cleaning and enhanced sanitation practices and safety protocols.
- Maintenance staff will be assigned a specific school building as their primary work space to limit travel between buildings to lessen contact with district staff.
- Conducting daily cleaning and sanitizing of classrooms, restrooms, cafeterias, kitchens, and hallways.
- Conducting periodic and/or necessitated deep cleaning using enhanced protocols.
- Implementing improved sanitation and personal hygiene practices for both students and staff.
- Supplying hand soap, disinfecting wipes, and hand sanitizing gel in classrooms, main entrances, and high use areas. In areas where hand washing may not be available, sanitizing gel will be available.
- Supplying masks, gloves, face shields, plexiglass barriers, and additional PPE as needed.
- Provide additional daytime custodial staff for essential operations and cleaning of high touch areas.
- Restrooms and high touch areas will be cleaned/sanitized on a rotational basis during the school day. Daily logs will be kept to certify that the areas are being checked and cleaned.
- Cafeteria tables/seats/chairs will be cleaned and sanitized between lunch periods.
- Implementing safe/social distancing practices through classroom arrangement, cafeteria seating and creating one-way travel through hallways. Exterior sidewalk areas will be marked to encourage safe distancing during arrival/dismissal and parent pick/up and drop/off.

### *Facility Use*

This Readington Township School District will limit indoor facility use. The facility will be used by our staff and students for daily instruction only. Outside groups will not be permitted to use our indoor facilities at this time. The only exception to this will be the YMCA program for childcare purposes. If the YMCA is to use our facilities the program must:

- Adhere to social distancing guidelines
- Apply hygiene protocols
- Limit the sharing of materials
- Develop protocols regarding masks/face coverings for staff and students in compliance with the CDC

and any other requirements set forth by the district.

### *Pandemic Response Team*

Each school in the district will have a Pandemic Response Team to centralize, expedite and implement COVID-19 decision-making. The school team will consist of a cross section of stakeholders such as: the school principal, teachers, CST member(s), school counselor(s), school nurse(s), school safety specialist(s),



*Readington Ready: Our Plan for Restarting Schools*

custodian, and parents. Readington Township Public Schools plans to use our existing Building Emergency Response Teams (BERT) to serve as the Pandemic Response Team. The team will be responsible for:

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

**Instructional Schedule**

*Outline*

The Readington Township Public School District recognizes the necessity of opening schools at a reduced capacity for the health and safety of our staff and students. In an effort to maintain continuity of instruction, the district is planning a hybrid model schedule identified in the NJDOE document. Further, this section of the plan identifies special populations of students who require unique considerations to ensure continuity of learning. The district is committed to providing social and emotional (SEL) and academic support for students as we move to a hybrid model of instruction.

*Hybrid schedule details*

A hybrid schedule allows us to bring approximately 50% of our student population into school on any given day. The breakdown below displays what a hybrid model will look like and what the students will be responsible for doing on each day.

<b>A Day (Monday and Tuesday)</b>	<b>Wednesday Virtual Day</b>	<b>B Day (Thursday and Friday)</b>
<p>Students identified as “A-Day” and within the same family will report to school for a full day. Transportation will be provided for these students only.</p> <p>Students not reporting to school will be engaged in virtual learning at home. Students must log in to live lessons at a certain time/times according to their schedule.</p>	<p>Each Wednesday noted on the school calendar will be a virtual learning day.</p> <p><i>All</i> students will be engaged in virtual learning at home. Students must log in to live lessons at a certain time/times according to their schedule.</p>	<p>Students identified as “B-Day” and within the same family will report to school for a full day. Transportation will be provided for these students only.</p> <p>Students not reporting to school will be engaged in virtual learning at home. Students must log in to live lessons at a certain time/times according to their schedule.</p>



*Readington Ready: Our Plan for Restarting Schools*

Generally each week will look as follows\*

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
A Day	A Day	Virtual Day	B Day	B Day
Students identified as “A day” students will come to school in person.	Students identified as “A day” students will come to school in person.	All students will be engaged in virtual instruction at home.	Students identified as “B day” students will come to school in person.	Students identified as “B day” students will come to school in person.
Students identified as “B day” students will stay home for virtual learning.	Students identified as “B day” students will stay home for virtual learning.		Students identified as “A day” students will stay home for virtual learning.	Students identified as “A day” students will stay home for virtual learning.

\*Please note exceptions on the school calendar when a holiday appears during the week (see below).

<b>September</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	1 Teacher PD	2 Teacher PD	3 A Day Early Dismissal	4 B Day Early Dismissal
7 Labor Day	8 A Day	9 A Day	10 B Day	11 B Day
14 A Day	15 A Day	16 Virtual	17 B Day	18 B Day
21 A Day	22 A Day	23 Virtual	24 B Day	25 B Day
28 Yom Kippur	29 A Day	30 A Day	1 B Day	2 B Day



## *Readington Ready: Our Plan for Restarting Schools*

### *Schedule for Each Day*

It is important to note that the school district will be operating a **full day** of instruction each day with the exception of Wednesdays. Students and families who are learning virtually during the day should expect to have live lessons and asynchronous assignments throughout the duration of the academic day. The schedule will be developed at the building level with the teacher and the principal, but expect longer periods of instructional time with additional assignments.

### *Face-to-Face Instructional Days*

Face-to-face instructional days will mirror what occurs in the traditional in-person classroom but with smaller class sizes. These days will provide opportunities for more small group lessons, guided practice, hands-on activities, lab explorations, intervention programs, and other services for eligible students.

### *Virtual Learning Days*

Virtual learning days will allow students who are at home to log into a live lesson happening in the classroom. Students will be able to receive the same 15-20 minute mini-lessons and direct instruction as the students who are in the classroom. Students will then have independent practice activities in their Google Classroom that mirror activities happening in the face-to-face classroom. There will be a balance of live sessions and independent work that takes into consideration screen time for students.

### *Wednesday Virtual Learning Days*

On the Wednesday virtual learning day **all** students will be required to log into their Google/Zoom meeting to meet live with the teacher for a mini-lesson. This will occur on a shortened schedule. Students who will remain at home for full virtual instruction (i.e. students who are not identified as attending on A/B days) will be scheduled for small group instructional time with their teacher(s). There will also be scheduled time for students who are learning virtually to receive extra help during office hours. Finally, the teachers will be engaged in planning and professional development during these days.

### *Parent/Student Option for a Fully Virtual Program*

The New Jersey Department of Education has announced that parents may opt for their children to attend a fully virtual program. This would mean that students would not attend in-person instruction on their A/B day rotation. Students and parents opting for a fully virtual program will log into class meetings according to the student's schedule in order to be counted as present. Wednesdays will be reserved for days when a student who is fully virtual can receive small group instruction from his/her teachers.

### *Sample Schedules, Curriculum Revisions and Grading/Assessment*

Teachers will be provided with supports including sample schedules and expectations for hybrid learning, curriculum compacting and revisions, and grading/assessment guidelines.



## *Readington Ready: Our Plan for Restarting Schools*

### *Student Attendance*

Students attending school in-person will have attendance taken as ordinary in their homeroom class. Students who are attending school virtually must log into their first period class or first online session to have their attendance counted for the day. This will be the record of daily attendance but students who are learning remotely will also be required to attend each class via Zoom/Google Meet on their schedule for the day. Attendance will be taken during each class period. If students are not attending school or each live virtual session, they may be considered truant.

### *Recess and Physical Education*

The Readington Township Public School District supports the physical and emotional benefits of recess and physical education courses, particularly outdoors. The district supports students in maintaining a level of physical activity both during remote learning and in-person learning. When a child is in school, recess and PE will be scheduled.

- Recess will occur daily but will be staggered to ensure a minimum amount of students are engaged in recess at the same time. Recess will be held outside when possible. Cones, flags, or other marks will notify students of boundaries during recess time. Only one group of students will use recess equipment daily. Students will wash hands upon entering the building.
- Students will attend PE class. One a day when PE class is scheduled, students will dress in the morning (before school) in attire appropriate for PE class. Locker rooms will not be used.

## **Equity and Priority Student Populations**

### *Outline*

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

### *Access to Technology*

The technology department is prepared to deploy Chromebooks on a one-to-one basis for all students in our district. This will ensure that students have access to a device for their remote learning days. The district is scheduling parent pick-up of devices during the last week of August.

### *Special Education*

The NJDOE guidance document charges districts with considering issues of equity in their student population and further asks districts to identify students that may require additional or specialized services during this



## *Readington Ready: Our Plan for Restarting Schools*

unique learning experience. Special education students in self-contained programs will be prioritized and will receive in-person instruction up to four (4) days per week. The district will reach out to parents of students with special needs on an individual basis if their child qualifies to attend these in-person sessions.

### *English Language Learners (ELL)*

The NJDOE guidance document charges districts with considering issues of equity in their student population and further asks districts to identify students that may require additional or specialized services during this unique learning experience. ELL students will be prioritized and will receive in-person instruction up to four (4) days per week. The district will reach out to parents of students who receive ELL services on an individual basis if their child qualifies to attend frequent in-person sessions.

### *Intervention*

The district has adopted an Response to Intervention model for reading and math instruction. This model provides additional instruction to enhance the content occurring in these core academic areas. Students will be identified for intervention programs and receive services over the course of the school year.

## **Teacher and Parent Training/Learning Opportunities**

### *Outline*

The Readington Township School District values professional learning for staff and considers parents a valuable resource for student learning. To that end, the district is preparing learning opportunities aligned with the NJ Department of Education guidance document that provides members of our school community with support to manage a hybrid learning model. Professional development for teachers was offered in June and July focusing on online tools for learning. Moving forward, professional development will also focus on using these online tools in a hybrid learning environment.

### *Teacher Professional Development*

- Hybrid synchronous learning - [Standard classroom setup and usage](#)
- Hybrid Instruction Classroom Implications Training Session
- Hybrid Morning Meeting Training Session
- Web-based technology training with emphasis on hybrid/remote instruction
  - Training was determined by survey data and feedback from teachers, coaches, and supervisors.
  - Teachers will have the option to attend virtual sessions the week prior to the start of the year and on the first two professional days of the school year.
- Technology website for teacher resources on technology tools for remote instruction and showing student learning.





## *Readington Ready: Our Plan for Restarting Schools*

### *Opportunities for Parent Learning*

- Supports for Parents - [Tech@Home](#) website for parent resources for remote learning
- Virtual parent training to provide parents with skills to support their child.
  - Emphasis on district Student Information System and technology platforms that will be used in remote instruction
  - Open to all with Kindergarten parents and new parents to the district as the target audience.

### *Parent Expectations*

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

- Know your child's daily schedule;
- Ensure your child is logged in for learning;
- Follow up on asynchronous assignments;
- Provide periodic breaks during the academic day;

Parents must also be aware of the signs and symptoms of COVID-19 related illness. Parents **must keep children home from school if they are experiencing symptoms** (please see Safety Measures and Physical Wellness above).

### **Nutrition and Food Service**

#### *Outline*

This section focuses on Nutrition and Food Service as we reopen schools. The section addressed Critical Area of Operation #8 - Meals from the NJDOE document.

The Readington Township School District contracts with Maschio's Food Services Inc. to provide meals in school. The district and Maschio's are committed to providing nutritional food options for students within guidelines established by the National School Lunch Program. The district is committed to providing meals to students who qualify for free and/or reduced lunch. In order to do this the district is taking the following steps:

- Identify students who are eligible for free/reduced lunch programs.
- Work with Maschio's to identify the number of meals needed daily for students who are eligible for food service each day.
- Provide pre-packaged meals to students based on accepted meals through a district form/claiming procedure in conformity with National School Lunch Program guidelines.
  - On live instructional days, students physically in school shall obtain meals through our cafeteria in each building.
  - On virtual instructional days, students remote from school shall be provided meals prior to departure on the day(s) prior when physically present at school.
  - For students opting to learn 100% virtually, if deemed appropriate by State guidelines, pickup or delivery of meals shall occur to students who qualify for free/reduced lunch.





## *Readington Ready: Our Plan for Restarting Schools*

### *Safety Measures*

The following safety measures shall be undertaken:

- Prepackaged meals.
- One-way entry and exit from cafeteria and lunch serving line.
- Assigned seats in the cafeteria spacing at minimum 6 feet apart to allow for face covering removal for food consumption. Face coverings shall be worn until seated at designated seats.
- Reduced capacity in cafeteria and lunch serving lines to promote social distancing through additional lunch periods and usage of A/B schedule.
- Cleaning between lunch periods, increased frequency of hand washing and usage of hand sanitizer, enhanced availability of disinfecting supplies (i.e. gloves, hand sanitizer, spray cleaners, etc.), physical barriers at key locations, among others.
- Signage on walls, floors and seats.
- For any meals that are delivered, this shall occur on sanitized district-owned vehicles directly to students whose parents/guardians have accepted meals through a district form/claiming procedure. Staff loading and delivering the meals shall wear latex gloves, a mask, and refrain from direct person-to-person contact at delivery to ensure utmost safety. Meal counts and deliveries are being tracked daily.

### *Department of Agriculture Information*

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

- SFA Name: Readington Township Public Schools
- Agreement #: 01904350
- Date Meal Distribution will begin: Thursday, September 3, 2020 (the first day of school)
- Date Meal Distribution will end: Friday, June 18, 2021 (the last day of school)

## **Transportation**

### *Outline*

The Readington Township School District recognizes that the safe transportation of students to and from school is a fundamentally important part of our school operations. This section discusses the precautions the district will take with regard to transporting students to school consistent with Critical Area of Operation #3-Transportation.

### *Route Design*

The district is committed to ensuring the safe transportation of students to and from school in conformity with State regulations. The district shall design routes to minimize the amount of students on each bus to degree feasible through:

## *Readington Ready: Our Plan for Restarting Schools*

- Usage of bus waivers (while maintaining a spot if parents opt back in)
- Encouragement of alternative means such as walking or biking when safe and appropriate
- Removal of courtesy busing when safe and appropriate based on district policies
- Identifying students likely being driven to/from school by parents
- Identifying students who opt to 100% remote learn
- Usage of A/B schedule

### *Bus Procedures*

Each parent who is sending their child to school will be required to log into Genesis and fill out a form through Genesis that assures the district that the student's temperature was taken before boarding the bus or coming to school. Children that are **showing signs and symptoms of any illness must stay home from school.** Signs and symptoms of COVID-19 include the following (appearing in the NJDOE document):

- Fever of 100° or greater
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Hand sanitizer shall be provided to each student upon entry of the bus. Students who lack face coverings shall be provided with a mask upon entry to the vehicle. Students shall have assigned seats, with families sitting together when practical, and the bus shall be loaded from back to front. Seating arrangements shall be designed based on anticipated students riding the bus each day. Loading and departure of students at each school building shall be staggered to promote social distancing upon exit of the vehicle. Vehicles shall be cleaned and disinfected between student routes, which are tiered for elementary and intermediate/middle school schedules. During the mid-day and conclusion of routes, the buses shall be re-sanitized through deep, enhanced protocols.

### *Precautions*

All buses shall be provided with hand sanitizer, backup masks for students, spray cleaners and wipes. Bus windows shall be opened when practical to increase outside air into the vehicle. Bus drivers shall be provided with added layers of protection, including but not limited to masks, face shields, or other protective equipment to ensure safety. Field trips and other non-mandatory busing shall be kept to a minimum. Face coverings shall



## *Readington Ready: Our Plan for Restarting Schools*

be worn at all times. Each student shall be provided hand sanitizer upon entry to the vehicle. Students not adhering to safety procedures shall be subject to disciplinary measures.

### *Parent Drop-Off/Pick-up*

Based on survey results, the district is aware of a potential increase in parents dropping and picking up their children from school. The district is working with local police and the Township of Readington to plan for increased traffic on roads adjacent to our buildings. Additional staff is being assigned duties relating to pickup and dismissal, and the district has two officers assigned to our buildings from the Police Department to assist through a shared services relationship with the Township of Readington. Modified protocols to promote expedited pickup/dropoff while maintaining social distancing are being developed. Access to the buildings from outside visitors and parents shall be limited in nature. Signage and communication shall be provided.

## **Technology**

### *Outline*

Readington Township School District will deliver simultaneous in class and remote/virtual lessons for students using a hybrid scheduling model. The district will leverage existing technology resources to assist students and teachers in this collaborative learning environment. To help accomplish this goal each student in K through 8 will be assigned a student Chromebook at the beginning of the school year. Additionally each teacher will have an assigned laptop that can be used to help facilitate in class and remote virtual learning.

### *Technology Platforms*

- Software: Google, Microsoft, iReady, BrainPop, Literably, Smart Suite, Clever, Genesis
- Hardware: Dell laptops with Windows 10 (Teachers), Dell Chromebooks (Students), Epson Interactive Whiteboards (Classroom and live streaming instruction)

### *Technology Support*

- Instructional Tech Support (one point person per grade and Sherry Krial district-wide)
- Hardware Tech Support: Each building will have a technician on site to assist with technical support issues. Staff members can enter a [support request](#) in our ticketing system which will be monitored in real-time during the day. Parents and students can email for chromebook related issues.
- Technology hotline for each building - If a parent or student is experiencing technology issues at home, we discourage the parent from contacting the teacher as she will be doing live instruction. Parents or students can contact the technology department via email at: [techsupport@readington.k12.nj.us](mailto:techsupport@readington.k12.nj.us). The technology department will reach out to the parent or student (and teacher) if necessary to help resolve technical issues at home. Please email the technology department with your child's name, school, and teacher.



## *Readington Ready: Our Plan for Restarting Schools*

### *Devices and Device Use by Students*

- All students K-8 will be assigned a Chromebook that can be taken home and used in school for A/B hybrid schedule rotation. All parents will pay the \$25 safety package fee for devices that go home.
- All teachers have an assigned laptop that can be used in school for A/B hybrid schedule rotation.
- Teachers will be assigned a Bluetooth headset for remote instruction needs.

### *Device Pickup*

- Chromebooks will be available for pickup at each school date and time TBD. Each school will notify parents via email with more details.

### *Equipment in Classrooms*

- All classrooms have an Interactive Whiteboard and Projector.
- All classrooms can provide remote instruction (Video and Sound) utilizing the assigned teacher laptop or master computer.

## **Social and Emotional Wellness**

### *Outline*

The NJDOE guidance document and the Readington Township School District recognize that social and emotional learning, along with a strong school culture and climate is critical to a child's academic success. Readington Township School District deeply values the social and emotional well-being of every student, staff member, and parent/guardian throughout the community. The NJDOE understands that as an educator's social and emotional wellness improves, they are more equipped to successfully support a child's social, emotional, and academic needs. This section outlines the district's commitment to adult and student SEL and what that will look like in a hybrid model.

### *Educator Well-Being*

- Set clear guidelines and expectations. Build understanding for all by addressing these essential topics/questions.
  - What are teachers expected to implement?
  - How will these expectations be communicated more routinely with families about routines?
- Communicate the times teachers are accessible. Set clear working boundaries to allow staff members to maintain a healthy work/home balance.
- Reinforce the message that social and emotional learning comes first. (Opportunities for students to process)
- Adapt our thinking and set realistic, thoughtful and fair expectations to ease anxieties throughout the district.
- Provide adequate time for staff training in this new age of hybrid instruction.
- Provide support to staff in HIB policies, procedures and prevention.

*Readington Ready: Our Plan for Restarting Schools*

- Provide time and space for individuals to process traumatic events, re-establish connections with each other, and receive support that promotes their healing.
- Prioritize educator self-care and wellness through the 2020-2021 school year.
  - Staff Yoga and Mindfulness
  - A quiet space other than the classroom or faculty room for staff members to go and decompress.
- Support educators' access to mental and behavioral resources and encourage them to utilize these services.
- Create opportunities for staff to regularly practice and reflect on their social and emotional competence.
  - Professional development opportunities such as teacher academies.
  - Provide opportunities for self reflection through questionnaires and surveys periodically throughout the school year.

*Student Well-Being*

- Classroom teachers will set and establish clear and fair expectations, boundaries, and routines at the beginning of the school year.
- Prioritize relationships and well-being over assignment and behavioral compliance.
- Implement classroom meetings, connection circles, and morning meetings into the weekly schedule to establish classroom community.
  - Conduct morning/classroom meetings and connection circles virtually during academic support and on Wednesdays, so all students participate at least 1 time per week.
  - Meetings can take place more frequently throughout the week.
- Include weekly affirmations specific to each building: See Suggested Virtual Morning Meeting/Connection Circle Structure for [Grades K-5](#) and [Grades 6-8](#)
  - Affirmation is included in daily announcements.
  - During morning meetings and connection circles, the affirmation can be shared and discussed with the whole class. Depending on the building, activities and other resources will be implemented to support these affirmations.
- Conduct weekly student wellness checks. Only the students in classrooms will anonymously assess themselves using an anchor chart made by the classroom or academic support teacher (See Sept. Guidelines for SEL Integration). The students who are learning virtually will get to participate when they come to school. Each child will assess themselves twice per week. On Wednesday, the classroom or academic support teacher can conduct virtual mental health conferences based on the data they have collected. If necessary, they can have further conferences for students who require more support. Tier 2/Tier 3 supports will be considered for students who require further mental health services.
- [Incorporate daily brain breaks into the classroom schedule.](#) (Pure Edge Curriculum- See Google Site containing videos for all staff members to access.)
  - [Sample brain break implementation schedule](#)



## *Readington Ready: Our Plan for Restarting Schools*

- The NJDOE anticipates a high influx of students who may need social/emotional support once schools reopen in the fall. Therefore, the district will continue to provide support for students to address concerns relating to their social and emotional well-being.
  - Make sure that every student has one caring adult they can check in with everyday.
- Consider periodic virtual assemblies to maintain and strengthen school spirit and community. (Each school building can decide what works best for their school.)

### *Parent Well-Being*

- Provide frequent communication (Balance between things that are going well vs. areas that need improvement).
- Opportunities for parents to participate in self-care activities and exercises:
  - Create a virtual space for parents and guardians to participate in yoga and mindfulness practices.
- Workshop opportunities and personal information:
  - This can be a space for parents and guardians to read articles relating to social and emotional learning tools and strategies to implement at home. Articles can also include strategies to support virtual home instruction.
  - Provide virtual workshops related to SEL. These workshops will be recorded and shared virtually to accommodate all families.

### **Thank you and Acknowledgements**

This plan would not be possible without key members of our school community. I'd like to thank the following individuals for their support and contributions to our school reopening plan.

#### *Board of Education*

Laura Simon, President  
Anna Shinn, Vice President  
Ray Egbert  
Carol Hample  
Robyn Mikaelian  
Carolyn Podgorski  
Andrew Saunders  
Thomas Wallace  
Eric Zwerling

#### *Administrative Team*

Staci Beegle, Director of Pupil Services  
Jason Bohm, Business Administrator



*Readington Ready: Our Plan for Restarting Schools*

Dr. Stacey Brown, Supervisor of Humanities  
Marci Cole, Transportation Coordinator  
Dr. Ann DeRosa, Principal WHS  
Kristen Higgins, Principal TBS  
Sherry Krial, Supervisor of Curriculum & Instruction (Technology/Professional Development)  
Sharon Moffat, Principal RMS  
Dr. Jonathan Moss, Vice Principal RMS  
Paul Nigro, Principal HBS  
Sarah Pauch, Supervisor of Math and Science  
Don Race, Facilities Manager  
Anthony Tumolo, Supervisor of Curriculum & Instruction (SEL/Special Projects)

*Members of the Task Force*

Stephanie Armstrong  
Tiffany Barca  
Emily Bengels  
Alissa Buelow  
Courtney Calamito  
Allison Canonico  
Adam Connelly  
Christine Crielly  
Kristi Dauernheim  
Marisa Dotro  
Kristen Doyle  
Lori Dribbon  
Ed Dubroski  
Lori Gabrielsen  
Heather Gibbons  
Ellen Goodfellow  
Sara Grzenda  
Ann Haberkern  
Matt Hamma  
Jessica Hegarty  
Carey-Anne Hendershot  
Elizabeth Horvath  
John Hylkema  
Mike Idenden  
Michelle Johnson  
Ann Kane



*Readington Ready: Our Plan for Restarting Schools*

Amy Kokoszka  
Diane Krasovec  
Zelia Lopes-Shreiber  
Lauren Mahoney  
Joyce McGibbon  
Kevin Meyer  
Michelle Mielke  
Kelly Neuberger  
Kathy O'Connor  
Colleen Ogden  
Monique Patti  
Barbara Pauley  
Lora Petersen  
Linda Rakowitz  
Linda Riess  
Ann Roarty  
Arlene Schlosser  
Marybeth Schwarz  
Sheri Simonetti  
Carrie Sivo  
Maureen Sjonell  
Paul Smith  
Kirsli Spinks  
Jeannie Stepner  
Meryl Vance  
Bruce Wild

*Members of the Restart Committee*

Tiffany Barca  
Emily Bengels  
Jodi Bettermann\*  
Dave Bowser\*  
Alisa Cooper-Kopacz\*  
Kristen Doyle  
Ray Egbert^  
Matt Hamma  
Sara Haviland\*  
Carey-Anne Hendershot  
Jessica Hegarty





*Readington Ready: Our Plan for Restarting Schools*

Michelle Johnson  
Amy Kokoszka  
Zelia Lopes-Shreiber  
Joyce McGibbon  
Kevin Meyer  
Michelle Mielke  
Kathy O'Connor  
Colleen Ogden  
Barbara Pauley  
Lora Petersen  
Linda Riess  
Ann Roarty  
Justina Ryan\*  
Marybeth Schwarz  
Anna Shinn^  
Sheri Simonetti  
Dave Singelyn\*  
Holly Vandal\*  
Bruce Wild

(\* ) parent

(^ ) Board Member