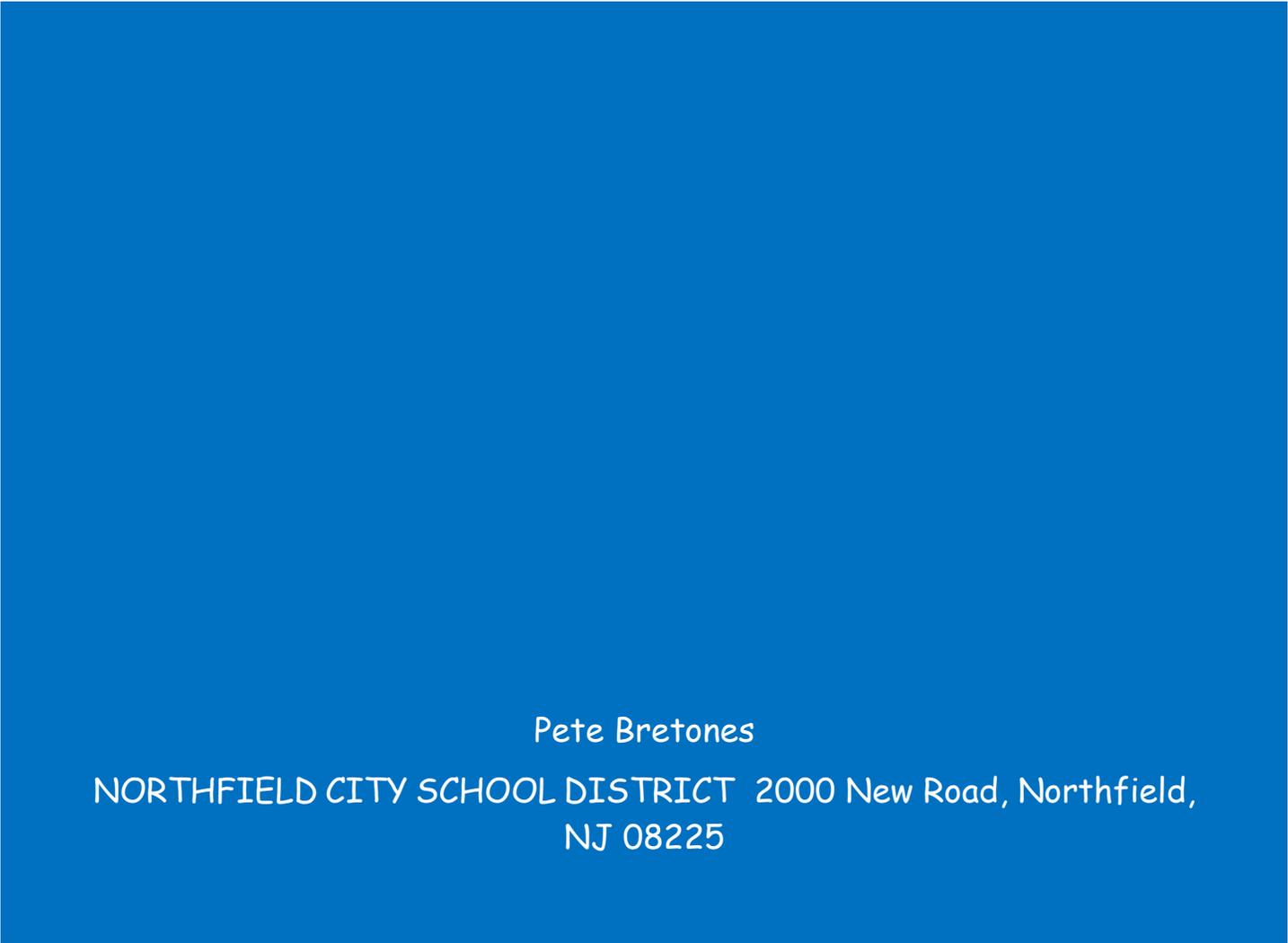




# NORTHFIELD CITY SCHOOL DISTRICT REOPENING PLAN 2020-2021

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NORTHFIELD CITY SCHOOL DISTRICT 2000 New Road, Northfield,  
NJ 08225



## Letter from the Superintendent

Preparation for the start of our 2020-2021 school year has certainly been different than ever before. Instead of taking your children shopping for their first day of school outfits and supplies, families are trying to figure out childcare arrangements. Instead of focusing on new programming, our administrative team has been working tirelessly with committees comprised of Board of Education members, Northfield Education Association Leadership, teachers, healthcare professionals, and parents to create the Reopening Plan presented in this document.

There were two guiding principles in the creation of this Reopening Plan. The first was the health, safety, and welfare of our students and staff. The second was to provide the most meaningful academic program possible. In order to accomplish this, we found it necessary to suspend the notion that things are as they were so we could proceed with the facts of our current reality.

In creating the Reopening Plan, we had to answer questions and make decisions that we have never had to make before to provide safety and educational programming. We recognize that there are no right answers to some of those questions and that some of the decisions we had to make were not going to be supported by everyone. However, the Reopening Plan we are presenting not only meets the two aforementioned guiding principles, but also is flexible enough to seamlessly and efficiently adapt to unforeseen circumstances that we cannot imagine at this time but are sure to face in the future.

However, a plan is only as strong as the fidelity with which it is implemented. To this end, I am asking that everyone take the time to read and understand the contents of the Reopening Plan so that we can all hold each other accountable to uphold the health and safety procedures that are in place and deliver the academic programming that will let every child reach their fullest potential.

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## Conditions for Learning:

### 1. Health and Safety: Standards for Establishing Safe and Healthy Conditions for Learning:

- *Critical Area of Operation #1: General Health and Safety Guidelines*
  - Reasonable accommodations will be made for staff and students considered high risk for COVID-19 on an individual basis.
  - Additional custodian hired.
  - Increased cleaning and disinfecting schedule throughout the school day.
  - Disinfecting every night with BioBlast mister.
  - Increased cleaning and disinfecting schedule in accordance with revised custodial checklists (see Appendix).
  - Deep cleaning and disinfecting of the entire building every Friday in accordance with revised custodial Procedural Manual.
  - On weeks with only 4 school days, deep cleaning will occur on Saturday.
  - Everyone (staff and students) will be required to wear a cloth facial covering while in school unless there is a medical condition preventing them from doing so. A doctor's note will be required for anyone requesting not to wear a cloth facial covering.
  - A supply of plexiglass barriers for students have been purchased for district to use when social distancing is not possible or if someone has a medical reason for not wearing a cloth facial covering.
  - Social distancing of 6 ft. will be maintained inside and outside of the classrooms to the fullest extent possible.
  - Professional development will be provided to promote hygiene protocols and for identifying COVID 19 symptoms.

- Elimination of one sink in girls' bathrooms and one sink and one urinal in boys' bathrooms to promote social distancing.
- Students will be grouped in cohorts and will remain with that cohort to the fullest extent possible.
- Students in the middle school will be permitted to switch classes. This will be accomplished on a scheduled basis with teacher supervision to maintain social distancing and avoid hallway congestion to the fullest extent possible. Teachers will wipe down desks between student groups. To better manage flow, breaks to allow students to move and stretch will be worked into the academic day.
- Students are asked to bring a water bottle with them on the days they are receiving in-person instruction. We encourage the bottles to have a straw or pull up cap to prevent accidental spillage.
- Water fountains will be eliminated and hydration stations will remain open to fill water bottles.
- The HVAC system is required to bring in a percentage of fresh air and contains a Trane Catalytic Air Cleaning system.
- **Critical Area of Operation #2: Classrooms, Testing, and Therapy Rooms**
  - Instructional and non-instructional rooms include measures for social distancing.
  - Limited use of shared objects with cleaning in between will occur.
  - Adequate ventilation with HVAC system will be provided.
  - Handwashing stations with soap and water and alcohol based sanitizer will be available.
  - Sanitizing stations with alcohol based sanitizer at entrances to building, bathrooms, classrooms, and lunchrooms will be available.
  - Designated times for handwashing will be scheduled.
  - Students will be grouped in cohorts and will remain with their cohorts when they switch classes to the fullest extent possible.

Breaks will be built into the schedule to allow students to move throughout the day.

- Teachers will remain in their classroom to the fullest extent possible.
- Social distancing of students (6 ft.) will be maintained in the classroom seating arrangement.
- **Critical Area of Operation #3: Transportation**
  - Only in-district preschool disabled students may be offered courtesy transportation to the extent possible.
  - Ongoing communication with our transportation providers is occurring to ensure:
    - Drivers, aides, and students are required to wear cloth facial covering at all times on busing trips.
    - Social distancing will be maintained to the maximum extent possible.
    - Best practice cleaning and disinfecting of school buses and other transport vehicles are adopted.
- **Critical Area of Operation #4: Student Flow, Entry, Exit and Common Areas**
  - Students in the middle school will be permitted to switch classes. This will be accomplished on a scheduled basis with teacher supervision to maintain social distancing and avoid hallway congestion to the fullest extent possible. Teachers will wipe down desks between student groups. To better manage flow, breaks to allow students to move and stretch will be worked into the academic day.
  - Hallways will be marked with directional arrows to facilitate a controlled flow of movement.
  - Students will enter the building through several access points closest to their classrooms.
  - Middle school students will use the fire stairwells to gain more direct access to their classrooms.

- Students will proceed directly to their classroom upon arrival.
  - Staggered times for arrivals will continue and will be enforced.
  - Visitors during the day will be discouraged to the extent possible. All visitors will be by appointment only and a mask will be required while in the building. Visitors will be asked the Health Screening Assessment questions (see Appendix).
  - Hygiene signage (i.e. facial covering, hand washing, social distancing) will be clearly displayed throughout the schools.
  - Social distancing (6 ft.) markings will be placed in areas of potential congestion (i.e. outside entrances, exits, bathrooms).
  - Bathroom breaks will be scheduled to the extent possible to avoid crowding.
  - Students will be asked to keep their belongings with them in class on the days they are receiving in-person instruction. All student belongings will be taken home daily, including Chromebooks. Lockers will not be used while students are present for in-person instruction.
  - Emergency drills will continue under the guidance of the Office of School Preparedness and Emergency Planning.
- **Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms**
    - Staff and parents/guardians (on behalf of students) will be required to complete a daily health screening assessment questionnaire (see Appendix) prior to entering the school building. If any of the answers in the questionnaire are "Yes," the individual and any family member who attends school must stay home from school.
    - Anyone showing symptoms of COVID-19 will be seen by the school nurse and isolated until they are picked up (student) or asked to go home (staff).

- There will be an isolation room in the nurse's lounge for students/staff who need to be isolated.
- Nurses will use the District's Illness Policy (see Appendix) and CDC guidelines which will be followed for all students and staff visiting their office with symptoms.
- A wireless doorbell has been installed to require students to knock before entering the nurse's office.
- Staff will receive professional development on recognizing symptomatic individuals so that continuous monitoring may occur throughout the day.
- Return to school from quarantine will be determined in consultation with the school physician and CDC guidelines (see appendix)
- The following PPE has been ordered and received in district:
  - Gloves for each classroom and for custodial staff
  - Disposable EPA registered wipes for all classrooms, offices, and all other areas of the building
  - Cloth facial covering - Staff and students are required to bring a cloth facial covering but in the event one is forgotten or needed one will be provided.
    - Disposable student masks for entry areas
    - Disposable staff masks for each office
    - N95 masks for nurse's and custodians
  - 200 face shields for staff who wish to use them
  - Gowns for certain classrooms, nurse's, and custodial staff
  - Hand sanitizer dispensers for each classroom PK-8 and bottles of hand sanitizer for other areas, offices and entrances.
  - Liquid hand soap is in all classrooms with sinks

- Acrylic barriers have been ordered for the main reception desk, secretary desks in offices, and for the CST.
- Critical Area of Operation #6: Contact Tracing
  - Contact tracing will be conducted by the appropriate Department of Health. To the fullest extent permissible, the district will assist the Department of Health in their contact tracing.
  - To facilitate in this process, students will be grouped in cohorts and attendance records will be maintained.
  - The district will follow the notification of communicable disease policies currently in effect.
- Critical Area of Operation #7: Facilities Cleaning Practices
  - Each school will be empty for one hour between the sessions to allow all classrooms to be thoroughly cleaned.
  - Staff will be provided with a space where they can go during the time their classroom is being cleaned.
  - Bathrooms, nurse's office, entry ways, and other frequently touched areas will be cleaned frequently while school is in session.
  - Increased cleaning and disinfecting schedule throughout the school day in accordance with revised custodial Procedural Manual ~~checklists~~ (see Appendix).
    - Classroom desks and chairs between sessions or when vacant throughout the day
    - Door Handles and push plates
    - Handrails
    - Kitchens and Bathrooms
    - Light switches
    - Handles
    - Buttons on vending machines and elevators
    - Shared telephones
    - Shared desktops
    - Shared computer keyboards and mice
    - Shared office equipment
    - Drinking fountains and hydration stations
    - Playground equipment

- Disinfecting every night with BioBlast mister.
- Increased cleaning and disinfecting schedule in accordance with revised custodial checklists every night (see Appendix).
  - Classroom desks and chairs
  - Door Handles and push plates
  - Handrails
  - Bathrooms
  - Light switches
  - Handles
  - Buttons on vending machines and elevators
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
  - Shared office equipment
  - Drinking fountains and hydration stations
- Staff will spot clean when necessary.
  - Disposable disinfecting wipes and gloves will be provided in every classroom and area throughout the building.
- In the event of a confirmed case, wherever possible, wait 24 hours before cleaning the area. If not possible the custodial staff will be given proper PPE to clean the area.
- All cleaning products and disinfectants used are EPA registered.
- **Critical Area of Operation #8: Meals**
  - No meals will be eaten in the school. Meals including breakfast and lunch, will be provided to any students that wish to order meals and will be picked up weekly or bi-weekly by the parent/guardian to bring home.
  - A sign-up system similar to the system in place for all virtual instruction will continue and households will order meals directly from the cafeteria staff. This order system will serve as the weekly meals roster.

- This procedure will transition easily in the event that the district is required to go to a full-time virtual scenario.
- Meals will need to be ordered the week prior to allow time for proper preparation by the kitchen staff.
- All Department of Agriculture requirements for half day meal service will be followed.
- **Critical Area of Operation #9: Recess/Physical Education**
  - Recess and physical education will not occur in school and will be facilitated virtually.
- **Critical Area of Operation #10: Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours**
  - All field trips requiring physically leaving school grounds are canceled for now but will be evaluated on a case-by-case basis depending on the status of COVID-19.
  - Extra-curricular activities will be considered if they can be conducted virtually for now but will be evaluated on a case-by-case basis depending on the state of COVID-19.
  - All use of facilities outside of school hours are suspended for now.

## 2. Academic, Social, and Behavioral Supports:

- Our New Jersey Tiered System of Support Teams will monitor and support students academically and behaviorally.
  - Use of assessment scores, attendance and discipline referrals, weekly check-in with students
- Our Resiliency Teams will monitor and support students' social and emotional development.
  - Small group meetings, virtual meetings, and activities.
- Virtual Friday instructional day will be focused on the social and emotional well-being of students and staff as well as culminating activities to assess, extend, and reinforce learning.

### 3. Social Emotional Learning (SEL) and School Culture and Climate:

- Educator Well-Being
  - Our Resiliency Teams will monitor and support the staff's social and emotional development.
  - Virtual Friday instructional day will be focused on the social and emotional well-being of students and staff.
- Trauma-Informed Social & Emotional Learning
  - Our Resiliency Teams will share and turnkey training they have received to address trauma-induced social and emotional behaviors.
- School Culture & Climate
  - Our school Climate Committees will continue to work with a focus on issues brought on by COVID-19.
  - Both the elementary and middle school will continue their work on the School Transformation Project with Rutgers University.
- Utilizing the Strengths of Staff
  - Turnkey training from our Resiliency Teams will be ongoing.

#### 4. Multi-tiered Systems of Support (MTSS):

- The New Jersey Tiered System of Support (NJTSS) Teams already functioning in each school will continue to provide multi-tiered support for our students as needed.
- Universal Screening
  - All students will be academically screened using our existing MAP assessments.
  - Social and emotional screening tools will be researched and implemented.
- Collaborative Problem-Solving Teams
  - Our NJTSS Teams collaboratively work with multiple educational stakeholders to support our students.
- Family Engagement
  - NJTSS Teams include family members.
- Data-Based Decision Making
  - NJTSS Teams gather and analyze data pertaining to the student when making recommendations to assist the student.

#### 5. Wraparound Supports:

- Mental Health Supports
  - Counseling groups will continue to be facilitated through our school counselors and Child Study Team
  - Lists of mental health resources will be made available to families.
- Primary Health and Dental Care
  - Currently used existing processes to make community resources available to families in need (i.e. NJ Family Care, NJSNAP, visual screening, etc.)
- Family Engagement
  - Consistent communication with families in our community has been ongoing through surveys, participation in the reopening committees and sub-committees, and Board of Education meetings.

- Academic Enrichment/Expanded After-School Learning
  - Differentiated instruction will continue to drive academic enrichment for all students.
  - The Northfield City School District Gifted & Talented program will continue to utilize criteria to identify and provide programming for those students who demonstrate gifted and talented tendencies.
  - After school activities will be provided through our Board approved clubs and activities to the extent that they are able to be provided in a virtual platform.

#### 6. Food Service and Distribution:

- See Critical Area of Operation #8: Meals

#### 7. Quality Child Care:

- Group sizes will be compliant with the existing restrictions. This means that the number of families served could be limited.
- To the extent possible, our SACC program will be available to AM families before school until the school day starts and to PM families after school Monday through Thursday, whenever students are in the building for academics.
- Groups for SACC will be scheduled for the month and by grade level to prevent co-mingling as much as possible.

## Leadership and Planning:

### 1. Requirements to Reopen: Knowns and Unknowns:

- a. We know we are required to provide some form of in-person instruction.
- b. We know that the health, safety, and welfare of our students and staff will guide the creation of our plan.
- c. We know that all families must have the option to select full time remote learning.

## 2. Pandemic Response Teams:

- a. Our school crisis teams will function as our Pandemic Response Teams in each school. Members of these teams include:
  - i. School principal (Elementary school - Mrs. Vaccaro, Middle school - Mr. Morrison);
  - ii. Child Study Team member (Mrs. Hegeman);
  - iii. School counselor (Elementary school - Mr. Comunale, Middle school - Mrs. Harvey);
  - iv. Teacher (TBD);
  - v. School nurse (Mrs. Dutra and Mrs. Oleszewski);
  - vi. School safety specialist (Mr. Bretones);
  - vii. Custodian (Mr. Owens);
  - viii. Parent (TBD)

## 3. Scheduling:

- a. Hybrid scheduling - All students will receive three hours of in-person instruction and one hour of virtual instruction each day for four days per week (usually Monday through Thursday). The schedule would look like this:
  - i. AM-group - A.M. in-person instruction (3 hours)/P.M. virtual instruction (1 hour).
  - ii. PM-group - A.M. virtual instruction (1 hour)/P.M. in-person instruction (3 hours).

	In-person Instruction	Virtual Instruction
A.M. Group	Middle School 8:00am-11:00am Elementary School 9:00am-12:00pm	Middle School 1 hour between 12:00pm-3:00pm Elementary School 1 hour between 1:00pm-4:00pm
P.M. Group	Middle School 12:00pm-3:00pm Elementary School 1:00pm-4:00pm	Middle School 1 hour between 8:00am-11:00am Elementary School 1 hour between 9:00am-12:00pm

- iii. In-person instruction will be for core content subjects (ELA, math, science, and social studies).
- iv. Students will receive four hours of teacher-guided and directed standards-driven instruction each day to fulfill the four-hour requirement for the day to count as a full day.
- v. Asynchronous (independent work) assignments will be provided for students to ensure they receive a full four hours of teacher-guided and directed standards-driven instruction each day.
- vi. Students will not eat in school.
- vii. Friday will be an all virtual instruction day for staff and students except on weeks when there are only four school days due to holidays. In that case, there will be no virtual day of instruction and all students will have four days of in-person instruction for three hours and of virtual instruction for one hour.

b. Full Time Remote Learning

- i. See Full Time Remote Learning policy in appendix.

- c. The students' first day of school will be September 8, 2020. By moving two professional development days to the beginning of the school year we will be able to front-load the training for teachers.
- d. Middle School
  - i. In grades 6-8, student cohorts will be determined based upon student's Math groupings.
  - ii. Classes will be split into 2 cohorts, one cohort attending morning sessions and the other attending afternoon sessions. This will create classes of approximately 9 students physically in the building.

#### 4. Staffing:

- a. Staff will be provided with additional professional development related to virtual learning, social and emotional development, and other areas as needed.
- b. Staff will be working their contractual workday each day.
- c. With the exception of the all virtual Friday (When it occurs), the staff is expected to report for in-person instruction unless there is a documented medical condition preventing them from doing so.

#### 5. Educator Roles Related to School Technology Needs:

- a. Every student will receive a Chromebook. Additionally, we will provide assistance for any family who does not have internet access.
- b. Staff members will be designated to provide ongoing technical support to students, families and teachers with district issued technology.
- c. Information regarding family technology needs and access will be gathered through surveys.
- d. Continuity of connectivity will be monitored through student participation and family surveys as necessary.

#### 6. Athletics:

- a. The league for Middle School athletics has cancelled fall sports.

- b. NJSIAA and league guidelines will be followed for the re-introduction of sports as applicable.

## **Funding:**

### **1. School Funding:**

- Elementary and Secondary School Emergency Relief Fund
  - This is already being utilized.
- Federal Emergency Management Agency - Public Assistance
  - Documentation of allowable expenses is being gathered for submission to try to recover the allowable 75% of the cost.
- State School Aid
  - The district has already identified areas to adjust to cover the \$176K. that was lost from the budget that was approved in February 2020.
- Purchasing
  - Purchases have been initiated as early as possible to ensure the timely availability of supplies and materials.
- Use of Reserve Accounts, Transfers, and Cashflow
  - Reserve accounts have been utilized to their fullest extent.
- Costs and Contracting
  - All costs and contracts are reviewed for adherence to fiscal responsibility.
- New Jersey Cooperative Contracts
  - There are lists of contracts from the state and county to internet access information for school districts and families (pgs. 66-72).

## **Continuity of Learning:**

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities:

- a. All programming needs, as defined by a student's IEP will be met to the fullest extent possible.

2. Technology and Connectivity:

- Chromebooks for every student
- Internet connectivity for all families
- Use of Google Classroom/Meet for presentation of real time instruction for all students.
- Instructional sites to supplement and support teaching and learning

3. Curriculum, Instruction and Assessments:

- Virtual and Hybrid Learning Environment - Curriculum
  - Curriculum scope and sequence will be adapted to meet the revised student contact time.
  - All grade level standards will be included in the curriculum with emphasis on grade level prerequisite skills and knowledge.
- Virtual and Hybrid Learning Environment - Instruction
  - Assignments and links posted daily on Google Classroom.
  - Daily live instruction will be available for in-person students and remote learning students through Google Meet.
- Virtual and Hybrid Learning Environment - Assessment
  - MAP assessment three times per school year
  - Content specific benchmarks

4. Professional Learning:

- Professional Learning
  - Professional development will continue for all staff with a focus on:
    - Technology
    - Social and emotional learning
- Mentoring and Induction

- Mentoring responsibilities will be met as necessary per the NJDOE.
- Evaluation
  - Evaluations will be conducted in accordance with direction from the NJDOE.

## **Future Considerations:**

Our Plan will be monitored on a continuous basis and adjustments will be made to remain compliant with the most current information pertaining to health and safety requirements, allowable capacity restrictions, and any other pertinent data.

In the event that we are required to enter into a total virtual environment, our plan allows for a seamless and efficient transition through the delivery of our standards based curriculum in a *Google Meet* live stream format.

There may be a need to transition to full virtual instruction due to a lack of in-person student supervision under a certificated staff (i.e. substitute teacher) as a result of teacher absences due to contact tracing and quarantining.

# Appendix

## Health Screening Assessment

### [Illness Policy 5141.2](#)

Re-admittance Guidelines:

[COVID Instructions Persons Who Test Negative.pdf](#)

[COVID Instructions Persons Who Test Positive.pdf](#)

[COVID-19 Health Actions General Public.pdf 7\\_1\\_20.pdf](#)

[Med. - COVID test-result-iq-timetable.pdf 7\\_20\\_20 \(1\).pdf](#)

## Full Time Remote Policy 6173.1

## Custodian Procedure Manual

Additional Policies:

[Visitors Policy 1250](#)

[Operation and Maintenance of Plant Policy 3510](#)

[Transportation Safety Policy 3541.33](#)

[Health Examinations and Immunizations.docx Policy 5141.3](#)

Sample SACC schedule (SACC is our before and after school childcare program)

	AM Before Session	AM After Session	PM Before Session	PM After Session
ES 9-12:1-4	7-9	x	12-1	4-6
MS 8-11: 12-3	7-8	11-12	x	3-6