

Guttenberg Public School Reopening Plan



The Road Back
(Restart and Recovery Plan for Education)
August 2020

The mission of the Anna L. Klein public school is to value education and foster independence, motivation and confidence in a safe environment that is nurturing and positive with involvement from all community members.

Anna L. Klein School
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Planning

In an effort to meet CDC Guidelines, NJ Department of Health Guidelines, the Governor's Guidance for reopening schools and to meet the requirements of the NJ Department of Education to provide equity, social emotional learning, and academic instruction for all students in a safe learning environment, the Guttenberg Public School has developed a plan to address the following areas:

DISTRICT PROFILE SHEET

Name of District: Guttenberg

District Code: 1850

Address: 301 69th Street
Guttenberg, NJ 07093

Municipalities covered by the district: Guttenberg

County: Hudson

County Code: 17

Chief School Administrator: Dr. Michelle Rosenberg, Superintendent

Principal: Mr. Keith V. Petry, Principal

TYPE OF DISTRICT: Pre K-8

Number of Buildings: 1

Number of professional staff: 110

List names of school buildings, grades, current student enrollment and number of professional staff members:

<u>Name of Building</u>	<u>Grades</u>	<u>Enrollment</u>	<u>Prof. Staff Members</u>
Anna L. Klein	PreK-8	994	110

Guttenberg Reopening Committee Members

Dr. Michelle Rosenberg, Superintendent of Schools
Ms. Jolene Mantineo, Business Administrator
Mr. Keith V. Petry, Principal
Ms. Tara-Tholen Lobel, Assistant Business Administrator
Mr. Bob White, Police Director
The Honorable Mayor Wayne Zitt
Mr. Cosmo Cirillo, Town Administrator
Mr. Mark Rogers, President of the BOE
Ms. Amani Syed, BOE member and parent
Ms. Jean Sosnowski, BOE member
Ms. Lucy DiMaulo, Director of Special Services
Ms. Jill Magenheimer, Director of Technology and Title I
Ms. Ilvea Cruz, Director of Curriculum and Student Success
Mr. Robert Correggio, Vice Principal
Ms. Christine Torre, Supervisor of Teacher Mentor Program
Ms. Monica Buitrago, School Nurse
Ms. Jenderly Hiciano, School Nurse
Ms. Sharon Rotondo, Literacy Coach
Ms. Diana Merse, Math Coach
Ms. Cheryl Spirig, Teacher and GFT executive board
Ms. Panama Cerabona, Teacher and GFT executive board
Ms. Megan Cohn, Teacher and President of GFT
Ms. Josie Perez, Teacher and Administrative Intern
Ms. Angela Travelli, Guidance Counselor
Ms. Evelyn Collazzo, Guidance Counselor

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Conditions for Learning

Health Checks/Screening for Students and Staff, Safety

Two district nurses are on site as well as staff that will be trained to assist where needed. A school doctor is also contracted when needed for consultation. The local health department will be contacted regularly to obtain community updates with regard to the transmission numbers related to the pandemic. The Guttenberg Police Department will be on site during arrival and dismissal to assist with social distancing as well as when needed in other capacities. No visitors will be permitted in the school without an appointment, there will be NO EXCEPTIONS. Parents/guardians are permitted to pick up their children if called by the nurse or have contacted the office prior to their arrival only after adhering to the (2) step screening process described below.

Two-step screening process for students

1. For any 'in-person' learning, all parents/guardians will be provided a detailed daily screening form that must be followed. The following screening questions must be administered daily at home to students prior to entering the school building. If any of the following questions are answered 'yes,' the parent/guardian MUST keep their child home from school.
 - a. Has your student sustained a temperature of 100.4°F or higher for several hours or days?
 - b. Has your student had a cough more than just occasional or asthma related?
 - c. Has your student had shortness of breath; new issue not diagnosed by a doctor for underlying health reasons?
 - d. Has your student had muscle pain; a new issue not diagnosed by a doctor for underlying health reasons?
 - e. Has your student had a headache; not just occasional, if accompanied with other symptoms?
 - f. Has your student had a sore throat in the last 48 hours?
 - g. Has your student or anyone in your household been exposed to a person that has tested positive for COVID-19 or the flu in the last 14 days OR suspected positive but not tested?
2. Each student will have their temperature checked, by trained staff members, utilizing a 'no-contact infrared thermometer,' prior to admittance into the school building.
 - a. A designated waiting area will be established for students who have a temperature of 100.4 or above.
 - b. Parents, guardians, or their designee of students in grades PK-3, will be MANDATED to wait with their child until they are cleared and enter the school building.
 - c. For students in grades 4-8, parents, guardians, or their designee, are URGED to wait with their child until they are cleared and enter the school building.
 - d. For those students in grades 4-8 that present a fever of 100.4°F or higher, without a parent or guardian present, that have a fever, a designed tent covered waiting area (outside of the school building) will be set up for children to wait. The parent will

be contacted IMMEDIATELY to pick up their child from school and return them safely home. The child will not be allowed to return to school until 72 hour temperature free without medication and a doctor's note. Staff will be sent home immediately and will not be able to return to work until 72 hour temperature free without medication and a doctor's note if they have a temperature of 100.4 or above.

3. (2) Step Process for Teachers and Staff

- a. Step 1: Temperature check upon entering the building. Individuals with a temperature of 100.4 or higher will not be permitted in the building.
- b. Step 2: Completion of daily health questionnaire submitted prior to shift starting (Appendix A).
- c. Any individual who fails either step of the (2) Step Process will not only be denied access to the school building, but will also be required to follow-up with their health care provider and be able to provide proper documentation upon their return.

4. Procedures for Staff and/or Students That Exhibit Symptoms of Covid-19

- a. Students and/or staff showing one or more symptoms for Covid-19 will receive a risk assessment conducted by the school nursing staff.
- b. If a fever of 100.4 or above is present along with additional symptoms related to Covid-19, the student will be taken to a designated room for isolation.
- c. The parent/guardian of the student will be contacted to come to the school to pick up their child immediately.
- d. The parent/guardian must take the child to a health care provider to be tested for Covid-19.
- e. The local health department will be contacted should there be a definitive case of Covid-19.
- f. A 'School Messenger' will go out as a form of communication should there be a positive case of Covid-19 in the school building.
- g. The district's policy on communicable diseases will be followed.
- h. Any staff member that has a fever of 100.4 or above and is showing symptoms related to Covid-19 must safely leave the school building. If they are in need of transportation, they too will be isolated until such time they are able to secure transportation.
- i. Any student or staff member that tests positive for Covid-19 must present a note from their doctor to the school district for appropriate record keeping.
- j. Any student or staff member that tests positive for Covid-19 must provide documentation of 1 negative test prior to their return.

Social Distancing, Protective Personal Equipment, and Hygiene

5. Face Coverings

- a. Face masks and face shields will be provided to staff and only to those students who do not have one or did not bring one to school.
- b. Face coverings will be worn in school at all times by staff and students.
- c. Face shields or face coverings in which the mouth is visible but covered, may be worn for students that are hearing impaired and are in need of reading lips or

facial expressions and/or for those students who may not be able to use a face mask.

- d. Educational signs and posters will be placed throughout the school to educate everyone on the importance of face coverings and to remind individuals to do their part in protecting their own health as well as those around them.
 - e. All visitors in the building will be required to wear a face covering at all times.
6. Social Distancing
- a. Exterior sidewalks, hallways, stairwells, classroom floors, gym floors, entrances and exits, etc. will have proper markings to delineate for 6 feet social distancing.
 - b. Multiple means of entrances and exits will be used for arrival and dismissal to alleviate congestion and to adhere to social distancing guidelines.
 - c. A capacity study has been conducted by the administration for all classrooms, common areas, and offices.
 - d. Room capacity numbers will be posted outside each room, office, bathroom, and elevators.
 - e. Areas such as offices have been set at least 6 feet apart and Plexiglas barriers have been installed in the main office of the school building.
 - f. Desks will be placed 6 feet apart in all classrooms.
 - g. An open space will be left between each student.
 - h. The cafeteria and one gymnasium will be used as an alternate classroom if the need for additional space is necessary, as well as, for pull out, RTI intervention, or for student counseling.
 - i. Individual student supplies will be ordered and placed in small bins marked with each child's name; that student will handle these supplies only.
 - j. Each student will be supplied with his or her own individual electronic device.
 - k. All students, including middle school students, will stay in their homeroom classrooms and will not rotate for their various subjects with a few exceptions; i.e. gym, STEM, and possibly science labs. The teachers, in turn, will rotate to the students, which will limit any hallway congestion.
 - l. Students will be directed to stay to the right while walking the hallways and be mindful and follow social distancing while using the markers on the hallway floors.
 - m. All stairwells will be marked as 'UP' or 'DOWN' accordingly to adhere to social distancing requirements and to lessen congestion.

Hygiene

1. Regular and frequent hand washing will be enforced for all students, teachers, and staff.
 - a. Hand sanitizers will be placed in each classroom, bathrooms, and in common areas throughout the school building.
 - b. The nursing staff will conduct training on the 3 W's: Wash Hands, Wear Mask, and Watch Distance.
 - c. Steps for proper hand and respiratory hygiene will be displayed throughout the school.
 - i. Cover your cough and sneezes with a tissue or into your sleeve, not your hands.
 - ii. Avoid touching your eyes, nose and mouth.

- iii. Wash your hands as often as possible for 20 seconds, especially after coughing or sneezing.
- iv. Alcohol based sanitizers are encouraged upon entering classrooms.
- v. Stay home if you are sick.
- vi. Clean and disinfect frequently touched surfaces and objects.

School Meals

1. The cafeteria will not be used for breakfast or lunches for safety purposes due to the inability to properly social distance.
 - a. Cold breakfast options will be delivered and consumed in the students' classrooms during the morning.
 - a. Lunches will be available as a grab and go option at the conclusion of everyday, as student dismissal times have been changed (see schedule section).
 - b. For those students who are half virtual on days they are not present in the school building, a time will be designated for a parent/guardian to come to the school building to pick up breakfast and lunch.
2. Should the district remain all remote learning, a schedule of meal distribution will be disseminated to the community, which would include day and time for breakfast and lunch pickup.

Transportation

1. The Guttenberg School District is not a busing district. As per NJ code 6A:27-1.4, The words "remote from the school of attendance" shall mean beyond two and one-half miles for high school students (grades nine through 12) and beyond two miles for elementary school students (grades preschool through eight).
 - a. For the purpose of determining eligibility for student transportation, measurement shall be made by the shortest route along public roads or public walkways between the entrance of the student's residence nearest such public roadway or public walkway and the nearest public entrance of the school, which the student attends.
 - b. The town of Guttenberg measures out to be 0.196 square miles which falls below the required minimum number of miles needed for busing.
 - c. Accommodations for transportation will be considered due to students' homelessness or other possible mitigating factors.
 - d. Students that receive out of district services will continue to receive transportation through their individual placements.

Sanitation/Cleaning

1. Restrooms will be sanitized/cleaned using CDC guidelines and recommended products based on established building level schedules to include cleaning after each large group's usage and frequent cleaning (i.e. at least at minimum every 45 to 60 minutes).
 - a. As added precautions, disinfectant supplies will be provided throughout the day in classrooms and in offices.
 - b. Disinfectant and/or wipes will be used to clean desks, chairs, and various supplies each day prior to leaving the classrooms.
2. The usage of playground and physical education equipment will not be allowed.
3. Students will be encouraged to bring water bottles to school.

4. Water fountains will be cleaned using CDC guidelines using the same schedule as the restroom-cleaning schedule stated above. Students will not share supplies.
5. Supplies will be kept in containers in the classrooms with the student's individual names on them.
6. Electrostatic sprayers will be used throughout the building and a deep cleaning disinfecting will be conducted every evening, as well as Saturday.
7. Specific classrooms have been designated not in use due to social distancing constraints and/or lack of needed circulation.
8. Air conditioning units have been serviced and filters replaced.
9. Classrooms that are not equipped with air conditioning but have windows will be kept open for proper ventilation.

Contact Tracing

1. Following CDC and NJDOH guidelines, the school nurses who are currently Covid-19 Contact Tracer Certified will trace any known cases of Covid-19.
2. If an individual tests positive for Covid-19, the school's nurses will begin an investigation.
3. The PUI (Person Under Investigation) will be interviewed and back traced 48 hours to the onset of the initial symptoms.
4. Any student or staff member that had been in contact with the PUI and were found to be less than 6 feet apart will be notified and placed in isolation and monitored daily for symptoms via telemedicine check ups off school grounds.

Athletics/Extracurricular Activities/Field Trips/Use of Facilities Outside School Hours

1. All before school and after school extended day programs have been cancelled until further notice.
2. All extracurricular activities have been cancelled until further notice.
3. All field trips have been cancelled until further notice.
4. The Guttenberg School District has a use of facilities understanding with the Guttenberg Recreation Department and as per NJ Department of Health and NJ Department of Education guidelines, if the recreation department is to use the school's facilities after hours, they must adhere to this plan.

Recess/Physical Education

1. Physical education classes will be held in the new gymnasium as the other gym space will be used for additional classroom space if needed.
 - a. Physical education classes will be limited to circuit training, yoga, team building exercises, etc. in order to limit the contact with equipment and to properly social distance.
2. Barriers and gym tape will be used in the gymnasium to mark off proper 6-foot social distancing requirements.

Social-Emotional Learning and School Climate and Culture

1. Create Academic, Social, and Emotional Supports that will include the following:
 - a. The administration, in collaboration with the School Safety Team and the contracted Licensed Professional Counselor (LPC), will create a virtual needs assessment in order to better understand the experiences that our students and families have experienced during the Covid-19 pandemic.

- b. Data will then be collected from this needs assessment and utilized to assist in driving the next steps as it relates to social and emotional planning.
 - c. The School Safety Team, the LPC, and the guidance counselors will then compile a list of those students that were most affected by this pandemic so as to provide the necessary support.
2. Wraparound Supports
- a. On-Site Mental Health Support
 - i. Students and parents/guardians will be provided information and reminders with regard to school based counseling should the need arise that would include but not limited to the guidance counselors, the LPC and the Child Study Team.
 - ii. The counseling referral process will be reviewed with the teaching staff.
 - iii. Classroom lessons will be strongly recommended to include social and emotional themes as well as empathy.
 - iv. The School Safety Team will consider pairing staff members that are willing to participate with those students that were most affected by the Covid-19 pandemic, so that they would have additional individuals to speak with for added support.
3. Partnership with Local Mental Health Resources
- a. The School Safety Team will compile a list of area mental health and wellness resources that will be shared with the school community.
 - b. Anna L. Klein School will utilize our contracted LPC to arrange virtual or in person individual and group sessions in order to assist our students with their social-emotional needs.
 - c. The School Safety Team will consider parenting programs to provide resources and guidance in order to help our families struggling to communicate with their child(ren) about their feelings as it pertains to the pandemic.
 - d. Provide primary health care and dental care support by:
 - i. Utilizing our school-contracted doctor to address the needs of students in both remote and hybrid capacities.
 - ii. Utilizing our school nurses to work closely with parents in planning to meet the physical health, dental, and mental needs of students in virtual, hybrid, or in person school environments, especially those students and families that lacked the necessary healthcare resources during the Covid-19 pandemic.
 - iii. Provide family engagement which include additional resources.
 - iv. Administer a survey and communicate plans to parents in both English and Spanish to assess the needs of families during the reopening phase. This will be done to ensure that our families clearly understand the expectations for the upcoming school year in their native language.
 - v. Parental/guardian involvement in our Guttenberg Restart Pandemic Response Team.
 - vi. Continue to utilize multiple avenues of communication, including School Messenger calls, email, Anna L. Klein School's website, Facebook, and Twitter in both English and Spanish to convey expectations to parents.

Academic Enrichment

1. Utilize ESEA Title I funds, as outlined in our grant to provide remediation, academic support, and academic enrichment to our students in need.
2. Utilize our RTI program to target those students that are in need of academic and/or behavioral support.
3. Allocate teachers to perform 1:1 RTI support either virtually or in person to assist those students that were identified and placed in Tier II or III.

Food Service and Distribution:

1. Please refer to the Meals section of this plan as outlined above.

Quality Child Care

1. Communicate and work with the various childcare providers in the area to discuss before school drop off and after school pick up.
2. Communicate to Guttenberg families the different options of daycare in the area and provide a list of providers.
3. Work with staff that may be having difficulty-securing daycare for their own children and follow the proper Covid-19 protocols accordingly.

Leadership and Planning

1. Establishment of a Pandemic Response Team
 - a. A pandemic response team made up of a cross section of school stakeholders throughout the district in order to expedite, implement, and centralize decisions related to Covid-19 has been established.
 - b. A select group of individuals that are on the pandemic response team have been chosen to report to school administrators any or all concerns or new developments regarding this plan.

The members of the pandemic response team were as follows:

- Dr. Michelle Rosenberg, Superintendent of Schools
- Ms. Jolene Mantineo, Business Administrator
- Mr. Keith V. Petry, Principal
- Ms. Lucy DiMaulo, LDTC/Supervisor
- Ms. Jill Magenheimer, Director of Technology/Title I Coordinator
- Ms. Ilvea Cruz, Director of Curriculum and Student Success
- Mr. Robert Correggio, Vice Principal
- Ms. Christine Torre, Supervisor of Teacher Mentor Program
- Ms. Nicole Fundora, Board of Education Trustee
- Ms. Tara Tholen-Lobel, Assistant Business Administrator
- Ms. Angela Travelli, Primary Grade Level Guidance Counselor
- Ms. Evelyn Collazo, Middle School Guidance Counselor
- Ms. Monica Buitrago, School Nurse
- Ms. Jenderly Hiciano, School Nurse
- Ms. Stephanie Spivey, RTI Coordinator
- Ms. Megan Cohn, 8th grade LAL Teacher
- Ms. Erin Mooney, 6th grade Social Studies Teacher
- Ms. Josie Perez, 5th grade Math Teacher

- Ms. Jessica Hernandez, Kindergarten Teacher
- Ms. Rosanna Flores, Resource Room Teacher
- Ms. Erica Santangelo, Self Contained Special Education Teacher
- Mr. Stephen Minervini, Physical Education Teacher
- Ms. Yausy Sanchez, Aide

Scheduling/Delivery of Instruction

The Guttenberg Pandemic Response Team, along with school districts across Hudson County and the state of NJ are well aware that an effective school schedule is the catalyst to a successful and safe school program. Under normal pre-Covid-19 circumstances, the goals of reforming a school schedule should lead to a focus on academic improvement, a flexible and diverse educational plan, and should include a strong focus on the social-emotional well-being of our students. The Anna L. Klein School has used these same parameters when it selected our schedule as part of our reopening plan that will best fit the needs of our students and families.

The Guttenberg School District has collaborated with districts throughout Hudson County and the state of NJ to review best practices, along with analyzing the recent restart guidelines distributed by the New Jersey Department of Education, when it came to scheduling for the 2020-2021 school year. The goal of our restart committee was to compile comparable and safe practices when it comes to school scheduling during a pandemic, while designing a flexible program.

We clearly recognize that there is no one size-fits-all model when attempting to build a school schedule locally, county or statewide during a global pandemic. Also, please keep in mind that the Guttenberg School District must adhere to the guidelines set forth by the New Jersey Department of Education.

With that being said, the Guttenberg School District will be adopting a hybrid schedule. Due to the complexity of adopting a modified school schedule, along with the uncertainty of what Covid-19 will bring to the 2020-2021 school year, the hybrid schedule will include flexibility, structure, and a reassessment of our attempted implemented schedule should we receive updated guidelines from the CDC and the New Jersey Department of Education.

Blended Classroom

Currently, the start date for our students to return to school using the hybrid schedule is September 14, 2020 (calendar attached).

1. Teacher and student start time will be staggered to allow time for the (2) step health screening process. Parents will have the option of having their children learn solely remotely or via a hybrid model, which would consist of their children being in school part time and at home live-streaming into the classroom the other half of the week. This will allow for a reduced capacity of occupants inside of the school building. Staggered student tentative arrival times from 8:20 to 8:30am TBD. Staggered student tentative dismissal times from 1:00-1:10pm TBD.
2. We will move to a trimester model rather than quarters as we have done in the past

Start and Tentative End Date for trimesters:

First Trimester: 9/14/20 - 12/14/20

Second Trimester: 12/15/20 - 3/17/21

Third Trimester: 3/18/21 - 6/30/21

3. All students will be divided into three groups. Siblings will be grouped together to help to accommodate parents and guardians. Students will be responsible for coming into the school building for in-person instruction during their scheduled in-person day (see attachment of Blue and Yellow schedule of days).

B= Blue group (Hybrid group half virtual and half live)

Y=Yellow (Hybrid group half virtual and half live)

R=Red (All Remote)

4. All classes will be LIVE-STREAMED using Google Meets to accommodate the group of students that are home and students that are Remote ONLY. The group of students that are home will be responsible for logging into their LIVE STREAM Google Classroom daily. They will be able to be part of the classroom, the instruction, and also be able to participate as if they were in the classroom physically. Students at home MUST adhere to all of the school rules:
 - a. The MUST be in uniform
 - b. Be on time and ready at their computer logged-in at the start of the day
 - c. Have a place to do their work, a desk or a table without distraction
 - d. Have earphones so they can focus
5. Student lockers will not be issued this year in order to adhere to social distancing rules.
 - a. Students will bring their backpacks directly to their classrooms and keep them with them until the end of the day in their rooms.

Benefits of the reduced capacity Hybrid Schedule

1. A reduced capacity of students will for increased opportunity for social distancing in classrooms, hallways, stairwells, and common areas.
2. An earlier dismissal allows for less contact time students will be in the building together and more time deep cleaning, sanitizing, and disinfecting.
3. LIVE STREAMING will allow for curriculum and lesson plan consistency.
4. Teachers will have afternoon time for virtual extra help and/or more virtual instruction and 1:1 extra help from 2pm to 3:14 on Monday, Tuesday, Thursday, and Friday.
5. The reduced student capacity will assist our school medical team with our required contact tracing regulations.
6. In addition to flexibility, the Hybrid Schedule will allow for structure to our student groups. Students who may need to go fully virtual due to medical reasons or any other student that so chooses, may opt back in during pre-determined times that will be

communicated by the school administration. This will decrease disruption with contact tracing while maintaining curriculum and security consistency.

7. The ability to provide a grab and go lunch will help to eliminate large group gatherings.

Staffing

1. Provide professional development to staff most especially in the areas of technology and remote learning every Wednesday afternoon from 2:00-3:14 pm.
2. Provide staff members with social-emotional support via our School Safety Team.
3. Comply with all applicable laws and consult with legal counsel regarding staff members who may not be able to return to in-person instruction due to a medical constraint.
4. Identify responsibilities and certifications of certain staff members so as to possibly repurpose their roles accordingly in order to accommodate our modified academic needs and school schedule.
5. Follow all NJDOE guidelines and flexibilities with respect to mentoring, educator evaluations, and certifications.
6. Solicit staff to assist in all aspects of our reopening plan including but not limited to assistance with social distancing, temperature checks, enhanced academic supports, schedule flexibility, etc.
7. Provide flexibility to staff members with childcare and elderly care when necessary.
8. Work to maintain our permanent substitutes to assist with student continuity and consistency as well as using existing staff to cover classes if and when the need arises.

Educator Roles Related to School Technology Needs

1. Solicit staff members who are well versed in technology to be liaisons for other staff members that may need assistance with remote and/or virtual technology needs.
2. Technology usage has been analyzed and the Guttenberg School District will ensure that all students are provided with their own Chrome book or personal device.
3. 'Hot Spots' have been ordered to provide for families connectivity in their homes should it be lacking.
4. Email addresses have been provided for educational access for all students and staff.
5. Additional training, professional development, and flexibility for staff members on virtual instruction will be provided.

Athletics

1. All extracurricular athletics will be cancelled at this time due to the pandemic and in the best interest of student athletes and coaches, however should we be provided guidance that allows for the safe resumption of athletics, then at that time we will consider reinstatement.
2. Consistently communicate updated plans with all appropriate community stakeholders, including coaches and student athletes.

Policy and Funding

CARES Act- The district has applied for the CARES Act grant in order to purchase additional chrome books, hot spots, cleaning supplies, and maintain our educational environment for staff and students during the COVID-19 pandemic.

State Aid- Unfortunately, we were mandated to cut our budget after approval by \$780,000, fortunately, the CARES Act funds helped to replenish these funds.

Purchasing- We worked with various companies and agencies to assist in acquiring the best possible pricing for COVID-19 related products, such as PPEs, cleaning supplies, exterior, classroom and hallway markings, hand sanitizers, etc.

We have continued to abide by the provisions set forth by, *Public Schools Contract Law, N.J.S.A. 18A: 18A-1*, to include:

1. Continued participation in the federal E-rate program.
2. Follow all New Jersey state laws and regulations that are applicable to local school districts for procurement.
3. Use cooperation contracting when possible.

We have updated our Policies relevant to ensuring the safety and well-being of our students and staff. The Guttenberg School District adopted The Restart and Recovery Policy #1648, which covers all areas and policy requirements of the NJDOE and under *The Road Back guidance* to include:

1. School visitor policy to allow for visitation through appointment only.
2. Requiring face coverings for all visitors
3. Two step screening process for access to the school building.
4. Institute and follow all of the NJ Department of Health protocols and guidelines with respect to COVID-19 testing, quarantine, and medical releases.
5. Revision of student attendance policy, relaxing absences for COVID related illnesses.
6. Revise student code of conduct to include COVID related discipline issues.

Continuity of Learning

IDEA/504 and Special Education Services

1. The 504 plan coordinators will review the needs of the students currently on a 504 plan to ensure the accommodations are met.
2. The 504 plan coordinators will ensure that teachers review students' 504 plans with their teachers. Teachers will ensure that the student's are being implemented.
3. Members of the child study team and special education teachers have communicated with special education students throughout the summer to determine if any additional accommodations are necessary before they return to school.
4. ESY is being conducted virtually for those special education students that are in need of additional support before the school year begins.

5. The CST has conducted a complete review of each special education student's IEP to determine proper placement for the 2020-2021 school year.
6. The CST has also reviewed all IEPs in order to determine the impact of any missed support services.
7. The CST has met with parents remotely for the final IEP meetings and teachers have submitted all of their final evaluations via IEP Direct.
8. The CST has been in consistent communication with each other remotely, in order to report on academic and emotional progress of all Special Education students.
9. The guidance department and CST have worked together during the pandemic in order to address students with special needs. They will continue to do so as the school year begins.

Technology and Connectivity

1. All students will be provided with a Chrome book, charger, and case, which will be used in the hybrid and virtual learning capacities.
2. Surveys have been reviewed to ensure that all students have the necessary Internet access at home.
3. Hot spots have been ordered for those families that do not have Internet capabilities in their homes.
4. Google Meets / Hangouts will be utilized as the platform to conduct remote learning.
5. Continue to train teachers on best practices using Google Classroom and assist with the development of fully virtual classes in case of full time remote learning.

Curriculum, Instruction, and Assessments

Curriculum

1. Ensure that teachers assess students' prior knowledge to identify learning gaps in previous instruction, and use that information to drive instruction.
2. The administration will hold articulation meetings with teachers to review relevant content standards and then instruct them to design assessments that will demonstrate student knowledge (Quarterly Benchmark Assessments).
3. The administration will instruct teachers, with the aid of both the LAL and math coaches, during PLCs, to analyze prior relevant curricula and modify accordingly.
4. There will be monitoring of student progress and adjustment supports for teachers that will be based on student results.

Instruction

1. Consistent communication with parents and students will take place to establish goals and expectations regarding effort and quality of work.
2. Technology will be utilized to keep students connected at home and in school.
3. Google Meets will be used to live stream lessons for students learning from home.
4. Incorporation of classroom best practices will be utilized, such as formative assessments and quality, timely, and constructive feedback to increase student engagement.
5. The proper resources will be provided that will enhance the curriculum and will be incorporated into lessons.

6. Teachers will provide the opportunity for student choice, differentiation, and scaffolding during lessons.
7. There will be an increase in both Vertical and Horizontal meetings with teachers to allow for collaboration and for the teachers to share ideas.

ELL/Bilingual Students

1. Utilization of translation will continue in order to increase student engagement and understanding for both students and parents.
2. ESL teachers will continue to assess ELL students using the WIDA Screener to determine each student's language proficiency. This establishes the students' needs and creates a baseline for both the teacher and student. Lessons will then be taught accordingly.
3. For students that are new to the district, ESL teachers will use prior ACCESS scores, if available, to determine proper placement. Bi-Lingual teacher's recommendations will also be valued in order to determine the correct placement.
4. The ESL and Bi-Lingual teachers will be made available to advise and collaborate with faculty in order to provide ELL strategies and methodologies.

Assessment

1. Evaluation of student learning will continue to take place through the use of Benchmark Assessments in order to monitor students' progress with regard to specific skills. The first Benchmark will continue to be used as a "Cold Assessment" to test students' readiness. This assessment is not graded so as to provide the teacher the necessary data to inform instruction and attempt to close gaps that have been lost due to the pandemic.
2. The administration will ensure that teachers use periodic evaluations to assist in determining the sequence/pacing and to make adjustments when necessary.
3. Provide teachers the flexibility to utilize Project Based Learning to assess what students know and are able to accomplish.

Professional Learning

1. Provide user-friendly resources and training for teachers in order to better utilize technology.
2. Provide professional development and ongoing mentoring for novice teachers who need extra assistance to continue making the transition to the district.
3. Establish and maintain regular meeting times for grade levels and departments to collaborate and share insights.
4. Continue to utilize PLC meetings as an avenue for professional growth and to track student progress through data.
5. Develop an amended and appropriate teacher observation schedule that ensures the opportunity for timely and quality feedback.

Career and Technical Education (CTE)

1. Continue to teach lessons that allow for discussions involving Life and Career readiness as well as preparing lessons for financial literacy and technical education.

2. Look to incorporate virtual learning opportunities if they present themselves in the way of guest speakers from relevant industries or relevant web videos that explore various careers.

Work-Based Learning

N/A - The Guttenberg School District does not have any Work-Based Learning programs.

Career Advisement and Development

The Anna L. Klein School does not participate in any Career Exploration Internship Programs as we are designated as an elementary school.

APPENDIX A

Entrance Questionnaire to School/Board of Education Buildings

During times of potential health risk or modified access, staff should pose the following questions to determine if a visitor should come into the school, office, or work area:

If the individual responds NO to all questions in the following table, he/she may enter.

If the individual responds YES to any questions in the following table he/she may not enter. Recommend that the individual stay home until well. Offer a Zoom meeting with the School Nurse or the staff member the individual had wanted to visit. Schedule the appointment for another time.

Do you have or have you had any of the following symptoms NOW or in the PAST 14 DAYS?

Symptom	No	Yes
Temperature of 100.4 or greater for several hours or days		
Sustained temperature of 100.4 or lower with additional symptoms below		
Cough (new issue; more than just occasional or asthma related)		
Shortness of breath (new issue, not a diagnosed medical issue)		
Not feeling well; shaking/chills; feeling feverish		
Headache (not just occasional; if accompanied with other symptoms no entry will be considered)		
Muscle pain all over body (new issue, not a diagnosed medical issue)		
Sore Throat		
Vomiting today or within the last three days		
Diarrhea today or within the last three days (new issue, not a diagnosed medical issue)		
Close contact with someone who has tested positive for COVID-19 or the flu in the last 14 days OR suspected positive but not tested		

REMINDERS for Staff: Please share this questionnaire during both the initial scheduling call and the check-in when the visitor calls upon arrival. Discuss social distancing and the requirement for wearing a mask if provided permission to enter the school buildings.

1. You are required to wear a face covering at all times while in the school buildings and offices.
2. Please use hand sanitizer before arriving and after leaving the school buildings and offices.

APPENDIX A(Cont.)

Cuestionario de Entrada a Edificios de Oficinas

Durante los momentos de riesgo potencial para la salud o acceso modificado, el personal debe plantear las siguientes preguntas para determinar si un visitante debe entrar en la oficina o ‘área de trabajo:

Si el individuo responde NO a todas las preguntas de la siguiente tabla, puede introducirla.

Si la persona responde SI a cualquier pregunta en la siguiente tabla, no podrá entrar. Recomendar a la persona que se queda en casa hasta que esté bien. Ofrezca una reunión de Zoom con la Enfermera de la Escuela o el miembro del personal que la persona quería visitar. Programe la cita para otro momento.

¿Tiene o ha tenido alguno de los siguientes síntomas AHORA o en los últimos 14 días?

Sintoma	No	Si
Temperatura de 100.4 o superior sostenida durante varias horas o días		
Temperatura sostenida de 100.4 o inferior con síntomas adicionales por debajo		
Tos (nuevo problema; más que sólo ocasional o relacionado con el asma)		
Dificultad para respirar (nuevo problema, no un problema médico diagnosticado)		
No sentirse bien; temblores/escalofríos; sensación febril		
Dolor de cabeza (no sólo ocasional; si se acompaña con otros síntomas no se debe considerar ninguna entrada)		
Dolor muscular en todo el cuerpo (nuevo problema, no un problema médico diagnosticado)		
Dolor de garganta		
Vómitos hoy o en los últimos tres días		
Diarrea hoy o dentro de los últimos tres días (nuevo problema, no un problema médico diagnosticado)		
Contacto cercano con alguien que ha dado positivo para COVID-19 o la gripe en los últimos 14 días O sospechado positivo pero no probado		

RECUERDOS para Staff: Los huéspedes deberán compartir tanto la llamada de programación inicial como el registro de entrada cuando el visitante llama a la llegada. Discuta el distanciamiento social y la necesidad de usar una máscara en todo el edificio.

1. Usted está obligado a usar una máscara facial en todo momento mientras esté en el edificio y en las oficinas.
2. Por favor, utilice desinfectante de manos antes de llegar y después de salir de esta oficina.

APPENDIX B

2020-2021 Revised Calendar Pending BOE approval 8.12.20



2020-21 School Calendar

Sept 10-11	Teachers Only Prof. Dev. Day
Sept 14	First Student Day
Sept 17	Meet The Teacher Night
Sept 18	One Session Day Staff/Students
Oct 12	No school students/ Staff PD
Nov 2-6	Teacher's Convention, Elec. Day No school
Nov 12	One Session Day Students/parent -teacher conf.
Nov 13	One Session Day Staff/Students
Nov 25	One Session Day Staff/Students
Nov 26-27	Thanksgiving School Closed
Dec 23	One Session Day Students/Staff
Dec 24-Jan 1	Holiday Vacation - School Closed
Jan 11	2pm dismissal staff PD
Jan 18	Martin Luther King Day One Session Day Students/Staff PD
Feb 11	One Session Day Students/Open House (Report Cards)
Feb 12-16	Winter Recess
Mar 8	One Session Day Students Staff Prof. Day
Apr 1	One Session Day Students/Staff
April 2-9	Spring Break
May 17	2pm dismissal staff PD
May 28	One Session Day Students/Staff
May 31	Memorial Day/School Closed
Jun 17-22	One Session Days students/staff PD
June 24	Last Student/Last Staff Day

(183 staff days/ 180 student days) Three (3) inclement weather days are allotted for in the calendar. In the event that we require the use of more snow days, these days will be made up during the April vacation or added to the end of the year. In the event there are unused snow days they will be added to Memorial Day weekend or taken of the end of the year.

Key:

One session day	
No School/Closed	
Teachers Only	
First/Last Day	

4:15pm Staff Meetings:
Sept. 14th, Oct. 19th, Jan. 11th, March 8th
& May 17th

September 15/17

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 22/23

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 14/14

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 17/17

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021 20/20

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 18/18

S	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 23/23

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 16/16

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 20/20

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 18/18

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	29	30		

REVISED BOE APPROVED 8/12/2020 NOTE: Subject to change based on COVID-19

APPENDIX C

Hybrid Blue/Yellow and A/B Day Rotation Schedule



2020-21 School Calendar

Sept 10-11	Teachers Only Prof. Dev. Day
Sept 14	First Student Day
Sept 17	Meet The Teacher Night
Sept 18	One Session Day Staff/Students
Oct 12	No school students/ Staff PD
Nov 2-6	Teacher's Convention, Elec. Day No school
Nov 12	One Session Day Students/parent -teacher conf.
Nov 13	One Session Day Staff/Students
Nov 25	One Session Day Staff/Students
Nov 26-27	Thanksgiving School Closed
Dec 23	One Session Day Students/Staff
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Apr 1	One Session Day Students/Staff
April 2-9	Spring Break
May 17	2pm dismissal staff PD
May 28	One Session Day Students/Staff
May 31	Memorial Day/School Closed
Jun 17-22	One Session Days students/staff PD
June 24	Last Student/Last Staff Day

4:15pm Staff Meetings:
Sept. 14th, Oct. 19th, Jan. 11th, March 8th & May 17th

(183 staff days / 180 student days) Three (3) inclement weather days are allotted for in the calendar. In the event that we require the use of more snow days, these days will be made up during the April vacation or added to the end of the year. In the event there are unused snow days they will be added to Memorial Day weekend or taken of the end of the year.

Key:

One session day	X
No School/Closed	■
Teachers Only	X
First/Last Day	□

Groups

Blue = B = 89 "live" days

Yellow = Y = 90 "live" days.

A/B day - Represents Elective Ex. A = Art B = PE

September 15/17

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 22/23

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 14/14

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 17/17

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021 20/2

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 18/18

S	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 23/23

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 16/16

S	M	T	W	TH	F	S
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 20/20

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 18/18

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FINAL VERSION 8/10/2020 Subject to change based on COVID-19