



Allamuchy Township School District Emergency Remote or Virtual Instruction Plan

August 2021

CDC Guidelines

Please visit <https://www.cdc.gov/coronavirus/2019-ncov/> for the latest up-to-date information.

State and Local Guidelines

The NJ Department of Education released “The Road Forward” updated August 20, 2021 which outlines all the NJ Department of Education guidelines and recommendations for moving forward through the pandemic and opening school in September. The document in its entirety can be found at

<https://www.nj.gov/education/roadforward/docs/HealthAndSafetyGuidanceSY2122.pdf>

Allamuchy Township School District Guidelines

The Allamuchy Township School District will:

- Continue to maintain communication with authorities on both the local and state levels. The superintendent will keep the New Jersey State Police Liaison, Mayor and Council, The Warren County Department of Education, The Warren County Health Department and the Warren County Office of Emergency Management apprised of all positive cases and outbreaks as they occur.
- Provide accommodations for staff and students who are at higher risk for severe illness once medical documentation is obtained.
 - Accommodations can include but are not limited to:
 - Telework
 - Virtual Instruction
 - Additional protective equipment
- Follow CDC’s Guidance for Schools and Childcare Programs
 - Promote behaviors that reduce spread by:
 - Requesting staff and students stay home when ill
 - Maintain and provide proper hand hygiene and respiratory care
 - Require both students, staff and visitors to wear face coverings at all times except in times of excessive heat, rigorous activity, eating/drinking, during planned mask breaks, or when outside.

Pandemic Team

Melissa Sabol, Superintendent
Jennifer Gallegly, ATS Principal
Julie Profito, Supervisor
Jim Minkewicz, Business Administrator
Craig Green, Board of Education Member
Harriett Gaddy, Board of Education Member
Jodi DeCostanza, School Nurse
Scott Brady, School Nurse
Gina Davey, Allamuchy Ed. Association Rep.

Health and Safety

- **General Health and Safety Guidelines**

- All persons (staff and students) in the building are required to wear a face covering.
- Before entering the building, an at-home screening will be conducted.
- Respectful isolation of anyone who is symptomatic or has a temperature of 100.4 or higher
- Students will be asked to wash their hands for at least 20 second intervals according to CDC guidelines.

- **Mask Wearing**

- Masks are currently required to be worn by all who enter the school buildings
- Exceptions:
 - during planned breaks directed by the teacher
 - during rigorous activity where students can maintain social distance
 - during times of excessive heat where the teacher has made sure that students are seated and socially distanced
 - while eating/drinking
 - while outside

- **Classrooms, Testing & Therapy Rooms**

- While in classrooms all students and staff are required by the district to wear facial

coverings regardless of class size.

- Related services will be offered.
- Testing will take place in designated areas that are conducive to social distancing and follow safety protocols.
- Daily attendance and seating charts will be maintained for busing and classrooms.
- Equipment and manipulatives will be sanitized/cleaned between uses.

- **Transportation**

- The district will work cooperatively with our bus drivers to adhere to state and federal guidelines for student transportation.
- Students and staff will be required to wear face masks while riding the bus.
- Windows will be open on the bus when practical.
- Family members will be seated together on the bus.
- The district will also work with our transportation department to ensure that the bus is appropriately disinfected and cleaned after each bus run.

- **Student Flow, Entry, Exit and Common Areas**

Exterior Signage

- Exterior door and window signs listing COVID-19 procedures for entry
- Signs notifying masks required to enter building

Interior Signage

- COVID-19 procedure signs
- Hand washing signs
- Masks required signs

Hallway Flow

- Social distance should be maintained at all times
- Face masks are required at all times
- Lockers will be utilized with a modified schedule to reduce traffic at lockers.
- All school staff, students and visitors will be required to wear face coverings unless doing so would inhibit the individual's health. If a mask must be removed, the individual must maintain social distance of 6 feet or greater. Masks may also be removed during planned mask breaks where social distancing is maintained and students are seated, during PE class when students are maintaining social distance, while eating/drinking, while outside

Visitor Entrance and Exit Protocols:

- All visitors will enter and exit through the main entrance building anytime they enter or exit the building.

- Screening, PPE, & Response to Students and Staff Presenting Symptoms

Screening Process Guidelines:

- Allamuchy Township School District has adopted a screening process policy for students and staff upon their arrival to school each day.
 - Parents will check students for symptoms before school begins each day
- Proper PPE will be provided to staff members as necessary. PPE equipment such as gloves and face coverings have been ordered in abundance for distribution to faculty, staff, and students.
- Systematic Protocols
 - If a staff member or student becomes symptomatic during the school day, they will be Safely and respectfully isolated from others.
 - If the district becomes aware that an individual has spent time in the building and tests positive for COVID 19, the district will immediately notify the Warren County Health Department and the Warren County Department of Education and the family of the confirmed case while maintaining confidentiality.

- Contact Tracing (as per CDC guidelines)

- The school district is responsible for keeping accurate attendance for both buses and academic sessions. These records will be submitted to the Health Department upon request for Contact Tracing.
- Contact Tracing procedures will begin through the Warren County Health Department.

- Facility Cleaning Practices

The district has developed a schedule for increased, routine cleaning and disinfection as outlined in the district's policy.

- Cleaning products will be utilized in accordance with the directions on the label.
- Frequently touched surfaces will be routinely cleaned and disinfected.
 - Examples of frequently touched areas in schools:
 - Classroom desks and chairs
 - Lunchroom tables and chairs
 - Door handles and push plates
 - Handrails
 - Kitchens and bathrooms
 - Light switches
 - Handles on equipment (e.g. athletic equipment)
 - Buttons on vending machines and elevators

- Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- Bathrooms will be sanitized daily or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).
- The district will have all communal bathroom doors propped open to limit contact.
- Hand sanitizer will be made available at the entrance to each building as in each classroom, bathroom and office. There will also be hand sanitizers found throughout the hallways.
- Desks will be sanitized between uses.
- Cleaning supply buckets will be available to all staff to clean commonly used surfaces.
- The district will ensure adequate supplies to support cleaning and disinfection practices.
- **Meals: Food Service & Distribution**
 - All students will have the opportunity to receive a free lunch.
 - Students will be utilizing the school cafeterias for lunch and will be permitted to bring a lunch from home or to purchase a hot lunch (this year the lunch is being provided free of cost to students)
 - If the district must pivot to full remote learning, grab and go lunches will be prepared for pick-up.
 - The monthly Maschio's Food Services menu is available to view at <https://www.aes.k12.nj.us/Page/135>
- **Physical Education and Recess**
 - Our top priority is to prepare an environment where safe and supportive instruction in physical education, health education, and physical activity occurs.
 - Locker rooms will be open and utilized to change for physical education classes.
 - Sharing of equipment will only occur if hand sanitization occurs before and after use.
 - If individual equipment is used, it will be properly sanitized between uses.
 - Teachers will ensure lessons are planned around the available space for instruction. When possible, use outdoor spaces for physical education instruction.
 - Hands will be washed immediately after any outdoor activities
 - If utilizing an indoor space for instruction, keep the windows open if possible, to maximize circulation and air flow to accommodate for increased respiration by students while participating in physical activity.
 - If social distancing can be maintained, masks can be removed during rigorous physical activity.
- **Extra Curricular Activities & Use of Facilities**

- These activities will adhere to the same social distancing and hygiene guidelines and protocols setup for our classrooms

Social Emotional Learning

Educator Well-Being

It is extremely important for Allamuchy Township School District to address the social emotional well being of its staff. If our staff is healthy both emotionally and mentally, they will be better able to promote a healthy learning environment for our students.

The Allamuchy Township School District will look to:

- Promote self-care and wellness through the 21-22 school year
- Create opportunities for the staff to practice and reflect on their emotional well-being

Trauma-Informed Social and Emotional Learning

The Allamuchy Township School District will continue to embed Social and Emotional Learning into the classrooms. The district puts the mental health and well-being of its students and staff in the forefront and realizes the potential trauma that the COVID 19 closures may have caused. In that regard, the district will:

- Establish routines and maintain clear communication on the importance of SEL and how it translate to student success during the school year whether in-person or virtually
- Support students and staff in feeling safe
- Continue to provide professional development in social emotional learning and the integration into the classroom, in-person and/or virtually
- Established staff in each building will be available to address the trauma and emotional well being of our students
- Continue to promote staff-student relationships.
- Prepare to support an influx of students who may need counseling support.
- Be proactive in preparing access to mental health and trauma supports for adults and students, which may include establishing partnerships with outside entities and agencies.

School Culture and Climate

It has always been a goal of the Allamuchy Township School District to create a positive school climate and culture through the use of the School Safety and Climate Team. The district will continue to identify ways to address issues in the school environment caused by the pandemic with an emphasis on improving the overall quality of the school environment whether in-person, hybrid or virtual. The district will:

- Prioritize the health and emotional well-being of staff and students above all else
- Assess the school climate to identify vulnerabilities and plan to implement evidence-based interventions to address identified needs
- Plan to provide and sustain instruction on social norms, relationship building, and

behavioral expectations beginning at the start of the school year.

Counseling Services

- School counselors will provide school counseling services to students, staff and parents. These services will be assessed and modified on an ongoing basis to reflect the evolving nature of the hybrid learning environment.
- Delivery of services will be conducted:
 - When students are attending school in-person, counseling sessions may occur while adhering to all new health protocols and guidelines.
 - Services may be provided through phone, email and Google meet when students are attending school virtually.
- The Allamuchy Township School District recognizes the possible need for and is prepared to support an influx of students who may need counseling support.
 - The school counselors shall be involved in providing mental health supports via: Individualized counseling, monitoring of progress, and therapeutic support through existing programs and current staff.
 - Parents are encouraged to reach out to school through communications and our website should the need arise for individual counseling services.
 - Continued collaboration with local community providers, county resources, and other organizations.
 - When deemed necessary, connecting students and parents to individual counseling, family therapy, out-patient programs, or addiction services as needed.

Multi-Tiered Systems of Support

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

- Administer universal screening and assessments to drive instruction in the Fall of 2021.
- Form teams of staff to utilize the data to inform decisions about instruction and intervention in each support tier
- Include family members in the decision making process
- Make instructional decisions grounded in the data obtained from formative assessments

Quality Child Care

- In collaboration with the YMCA, our district engages in preschool, before care and after care services which will continue to be available to the Allamuchy community.

Continuity of Learning

Delivery of Special Education

- CST Team will continually monitor students on their caseloads to ensure all IEP plans are

being followed.

- Classroom paraprofessionals will be present in all classrooms, both virtual and in-person where mandated by IEP's
- Related services will continue to be provided, either in person or virtually as indicated by the student's IEP
- Evaluations will be completed in a timely manner to the greatest extent possible
- Clear and consistent communication will be utilized for communicating with parents and guardians.
- The Allamuchy Township School District will continue to utilize referral procedures to identify students in need of RTI, Section 504 Plans, or special education.

Allamuchy Township School District will continue to meet our obligations to students with disabilities or ESL students to the greatest extent possible. The district will have:

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

Technology and Connectivity

- All students have district provided devices for use during remote education. Remote education will be provided for students in isolation or if placed on a verified quarantine.
- If families have connectivity difficulties, the district will provide wifi extenders or hotspots.
- Special education students who require assistive devices for communication will be supplied with those, as well as the proper apps for usage. This will allow for communication in school as well as at home.
- Troubleshooting, tutorials and remote assistance will be provided as needed.
- Training will continue to be offered for teachers and staff for new and existing technologies that support both in-person and online instruction.
- Google Apps for Education will be utilized by both students and staff, allowing the district to monitor classroom activities and login information.

Curriculum, Instruction and Assessment

- All Allamuchy Township School District students have equitable access to remote learning technologies as well as in-person instructional resources regardless of grade band or content area.
- Regular communication between teachers, counselors, and families through email, Google Classroom and Parent Portal is critical to keep parties informed of student progress.

Curriculum

- Linkit diagnostic software will be used as a pre assessment tool to identify gaps in content knowledge in English Language Arts and Mathematics. Results will be utilized to maximize the efficiency of classroom instruction.
- Start Strong assessments will also be utilized as a pre assessment tool and to assist in formulating future lessons.
- Formative assessments will provide analytical data to address critical content knowledge gaps needing remediation.
- Ongoing grade analysis, student progress and instruction will be monitored using lesson plans and assessment data.

Instruction

- A full-day schedule will be provided by the administration that engages classroom instruction either in-person or remote.
- Allamuchy will be utilizing it's full-day schedule and students will be cohorted by homerooms.
- Assessments will be utilized to determine the mastery of learning standards.
- Students will have access to lessons and assignments that are delivered simultaneously whether remote or in-person (live stream, posting videos, etc.) five days per week.
 - Parents will be required to sign off on a technology release and confidentiality form.

Assessment

- Pre-assessments will be used as a diagnostic tool to determine knowledge gaps in course content as needed.
- Formative assessments are continually ongoing and documented in teacher gradebooks within the district's SMS. Gradebooks are monitored by district administrators and contain such formative assessment as homework, quizzes, tests, etc.

Professional Learning & Educator Development

The Allamuchy Township School District will continue to afford administration, faculty and parents professional development.

At the beginning of the school year, the district will identify the online platforms that will be used in both in-person and remote instruction. The staff will receive professional development and training on the programs chosen. The staff will also receive training in COVID 19 protocols and procedures.

As the year progresses, the district will look to identify other areas where professional development would be beneficial.

- Educators are provided with training and planning time for new instructional techniques throughout the year.
- Professional Learning Communities are part of the ongoing professional development at the Allamuchy Township School District.
- Educators will be provided opportunities to develop and accomplish individual goals for their Professional Development Plans.
- The Allamuchy Township School District will be following the board approved mentoring program.
- Teacher evaluation training will occur during our online mandatory professional development course as required by the NJDOE.
- The SCIP panel will meet as required.

Leadership & Planning: Instructional Schedule Plans

If necessary, Full Virtual Instruction:

The Allamuchy Township School District is prepared to move to a full virtual instructional environment if it becomes necessary. The following schedule will continue to be in place to provide a continuity of learning. This schedule is consistent with the full-day schedule to provide a routine and stability for our students, staff and families.

- For the virtual instruction, all students will report to the virtual class via Live Stream on a set schedule. Student attendance will be mandatory, as attendance will be taken and students will be held accountable during these class times. Virtual classes will continue as if we were in the building.

Traditional Bell Schedule

Normal Day Schedule at MVS		Normal Day Schedule at ATS	
Homeroom	8:15 - 8:30	Homeroom	8:25 - 8:40
Period 1	8:32 - 9:12	Period 1	8:42 - 9:22
Period 2	9:15 - 9:55	Period 2	9:25 - 10:05
Period 3	9:58 - 10:38	Period 3	10:08 - 10:48
Period 4	10:41 - 11:21	Period 4	10:51 - 11:31
Period 5	11:24 - 12:04	Period 5	11:34 - 12:14
Period 6	12:07 - 12:47	Period 6	12:17 - 12:57
Period 7	12:50 - 1:30	Period 7	1:00 - 1:40
Period 8	1:33 - 2:13	Period 8	1:43 - 2:23
Period 9	2:16 - 2:56	Period 9	2:26 - 3:06
Homeroom	2:56 - 3:00	Homeroom	3:06 - 3:10

Delayed Opening Schedule at MVS		Delayed Opening Schedule at ATS	
Homeroom	10:15 - 10:30	Homeroom	10:25 - 10:40
Period 1	10:32 - 10:58	Period 1	10:42 - 11:08
Period 2	11:01 - 11:27	Period 2	11:11 - 11:37
Period 3	11:30 - 11:56	Period 3	11:40 - 12:06
Period 4	11:59 - 12:26	Period 4	12:09 - 12:36
Period 5	12:29 - 12:56	Period 5	12:39 - 1:06
Period 6	12:59 - 1:26	Period 6	1:09 - 1:36
Period 7	1:29 - 1:56	Period 7	1:39 - 2:06
Period 8	1:59 - 2:26	Period 8	2:09 - 2:36
Period 9	2:29 - 2:56	Period 9	2:39 - 3:06
Homeroom	2:56 - 3:00	Homeroom	3:06 - 3:10

Abbreviated Day Schedule at MVS		Abbreviated Day Schedule at ATS	
Homeroom	8:15 - 8:30	Homeroom	8:25 - 8:40
Period 1	8:32 - 8:57	Period 1	8:42 - 9:07
Period 2	9:00 - 9:25	Period 2	9:10 - 9:35
Period 3	9:28 - 9:53	Period 3	9:38 - 10:03
Period 4	9:56 - 10:21	Period 4	10:06 - 10:31
Period 5	10:24 - 10:49	Period 5	10:34 - 10:59
Period 6	10:52 - 11:17	Period 6	11:02 - 11:27
Period 7	11:20 - 11:45	Period 7	11:30 - 11:55
Period 8	11:48 - 12:13	Period 8	11:58 - 12:23
Period 9	12:16 - 12:41	Period 9	12:26 - 12:51
Homeroom	12:41 - 12:45	Homeroom	12:51 - 12:55

Policy & Funding

The Allamuchy Township School District Board of Education utilizes Strauss Esmay Associates as their policy advisor. Strauss Esmay has provided policy to be adopted in accordance with the

guidelines associated with the New Jersey Department of Education “The Road Back”. There may be additional policies the Allamuchy Township School District Board of Education will address at the time presented.

To include but not limited to:

- Student Illness and Contact Exclusion
- Student Attendance
- Student and Staff Screening for COVID
- Cleaning and disinfection policy