

# DUNELLEN PUBLIC SCHOOLS



*Plan for Returning to School In September*

August 2020



Dunellen Public Schools

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**PLAN FOR RETURNING TO SCHOOL**  
**DUNELLEN SCHOOL DISTRICT - SEPTEMBER 2020**

On March 13, 2020, the schools in the Dunellen Public School District held classes for the last time in the 2019-2020 school year. The following Monday, March 16, the district's three school's - in response to the growing Coronavirus (COVID-19) pandemic - closed their doors and distance, or virtual learning began. Originally thought to be a two-week precaution, the shut-down, supported by executive orders from Governor Murphy, extended to April, then May, and finally for the remainder of the academic year.

Since then the administrative team in the Dunellen School District has been planning for re-entry to our buildings while waiting for guidance from the Governor and the New Jersey State Department of Education (NJDOE). Finally, on June 26, 2020, the NJDOE released its plan, *The Road Back, Restart and Recovery Plan for Education*, a 104-page document that placed an emphasis on flexibility and equity. It allowed individual districts a great amount of latitude in formulating a plan that respected the wishes of the state plan while addressing the specific individual needs of the students, parents, staff, and facilities of more than 600 districts throughout the state of New Jersey.

The state plan provides guidance related to four key areas:

- **Conditions for Learning**
- **Leadership and Planning**
- **Policy and Funding**
- **Continuity of Learning**

Within those four, broad areas, the plan identifies 10 "Critical Areas of Operation" that all schools must address. They include:

1. General Health and Safety Guidelines
2. Classroom, Testing, and Therapy Rooms
3. Transportation
4. Student Flow, Entry, Exit, and Common Areas
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms
6. Contact Tracing
7. Facilities Cleaning Practices
8. Meals
9. Recess/Physical Education
10. Extra Curricular Activities and Use of Facilities Outside of School Hours

The Dunellen School District's administrative team examined those areas and put together a plan that would fit the needs of our unique, nearly 1,300-student district while creatively working within the limitations and confines of our facilities and staffing. In order to do this we identified a variety of areas that are of particular need to our students and addressed those areas in ways that would best allow us to return to our buildings in September while ensuring the safety, health and social and emotional well being of our students, teachers, administrators and staff. Those areas include:

- **Health and Hygiene**
- **Curriculum and Daily School Routine**
- **Mental Health**
- **Special Education**
- **Technology**
- **Food Service**
- **Facilities**
- **Pick up and Drop Off**
- **Visitor Plan**
- **Extra Curricular Activities**
- **Professional Development on re-entry Protocols**

These plans, which combine to make up our overall re-entry plan, were developed with the aid of parent surveys, teacher surveys, consultation with Dr. Ronald Frank (the district's physician), meetings with representatives of the Dunellen Education Association, meetings with members of the Dunellen Board of Education and guidance from the Centers For Disease Control (CDC) and the American Academy of Pediatrics (AAP). The re-entry plan also addresses the 10 "Critical Areas of Operation" identified by the state in *The Road Back* while also covering the four key subject areas.

As we move forward toward re-opening, the school district's administration will continue to communicate regularly with the Mayor and borough council, Office of Emergency Management and borough health officials. It will also maintain open lines of communication with the Middlesex County Department of Health, Middlesex County Department of Education, the New Jersey State Department of Health and the New Jersey State Department of Education while also continuing to monitor updates from the Centers for Disease Control and the American Pediatrics Association.

This re-entry plan is designed to be a living document that will be flexible enough to meet the ever changing needs of the fluid atmosphere that has been created by the

pandemic. Its contents will be amended, shaped, and expanded as needs arise. But whatever change takes place, the plan will - first and foremost - promote and protect the safety and health of the students, parents, teachers, administrators and staff of the Dunellen School District.

# ***Health and Hygiene***

## **HEALTH AND HYGIENE**

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

APA Guidelines: please visit

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

The Dunellen Public Schools Nursing Department will have continued communication with Municipal leaders and the Middlesex County Health Office regarding COVID impact.

### **Communication with Families:**

- Review of immunization records and current physicals.
- Notify all parents of students who are not immunized of the deadline to update their medical records. If they are not updated within the timeline indicated, students will not be allowed to attend school until those immunizations have been completed or the required dose of an ongoing immunization is received. All medical exemptions will be adhered to.
- Notify all parents of students who have a legal exemption only that the student may be excluded from school if there is an incident of a disease for which they are not immunized in the school community.
- Contact all parents with students on health plans and determine if they need to be revised to address minimizing infection.
- Examine the care of students with respiratory illnesses and the administration of nebulizer treatments or suctioning.
- Revise medication schedules to minimize the number of students in the nurse's office at one time.

### **Individuals at Higher Risk for COVID-19:**

- Age 65 and older
- Chronic lung disease or asthma

- Serious heart conditions
- Immunocompromised
- Severe Obesity (BMI 40+)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver Disease
- Medically fragile students
- Students with complex disabilities
- Note that information is still being learned about children with Kawasaki linked disease linked to COVID

### **Health Office:**

- Provide a separate space for students/staff who might have COVID-19 or other communicable disease and are waiting for pickup. The space needs to be disinfected frequently and restricted to authorized staff and students.
- Determine if an area separate from the nurse's office is necessary to care for students that need suctioning, tube feeding and nebulizers (other specialized medical care/treatment to minimize contact with potentially ill children.
- Ensure furniture and other surfaces can be easily disinfected.

### **Precautionary Measure for Students/Staff:**

August 2020:

- Send out a questionnaire to all families to address the following:
  - Baseline temperature
  - Mask Availability
  - Known COVID Exposure
  - Travel
  - Allergies
  - New Medical Diagnosis
  - Updated Immunization Information
  - Introduce - COVID symptom checklist

\*Should a student or staff member be diagnosed with an active COVID-19 infection, it must be reported to the Middlesex County Health Department.

### **School Absences:**

Potential COVID Symptoms: (not all visible)

- Fever of 100.4 or greater
- Cough

- Shortness of breath, difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore throat
- New loss of taste and smell
- Fatigue
- Congestion or runny nose
- Nausea and vomiting
- Diarrhea

**\*\*\*THESE CAN BE SYMPTOMS OF COVID IF NOT OTHERWISE EXPLAINED\*\*\***

**Student Illness:**

- A Daily Absence Log will be kept to monitor the reason for absences.
  - Log is kept by the office and shared with the school nurse.
- If “sick” is indicated as a reason, there will be a follow up phone call to gather more information.

Parents/guardians are requested to promote the health of all children by practicing the following:

- It is the parent/guardian’s responsibility to notify the school nurse if their child has a health concern or is showing signs of COVID 19 symptoms.
- If the child is ill in the morning, they should not be sent to school.

**ALL Schools:**

Temperature of 100.4 or above, Vomiting, Diarrhea - **Must** stay home 24 hours **FREE** of symptoms without the use of medication.

\*Students 5 and under- Temperature of 99 or above and symptomatic **must** stay home 24 hours.

- If the child is going to be absent from school, the parent/guardian **must** notify the school office of the absence and reason.
- If a family member (who you live with or have contact with) is experiencing COVID 19 symptoms, please contact the school nurse prior to returning the child to school.
- Parents **MUST** update all Emergency Card Information and have someone available to pick up the students should he/she be sent home due by the school nurse.

### **Staff Illness:**

- Take temperature
- Stay home if 100.4 or above
- Staff members should review the COVID checklist, assess their symptoms, and determine whether their symptoms warrant an absence.
- They should notify the school nurse if they are experiencing any health concerns or if they are showing signs of COVID 19 symptoms. All information shared will remain confidential.
- Update all Emergency Card Information.
- Refer to the contract regarding absences and family illness days.

### **Pregnancy & Breastfeeding:**

- Isolation room in the nurse's office
- Disinfected between uses

### **Cleaning and Disinfecting:**

- The district will provide all students with a neck gaiter. Student face shields will be provided on a case by case basis. Staff will be provided with a gaiter and a face shield. If necessary, gowns will be available.
- Close off areas used by the individuals with COVID-19 symptoms and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective.
  - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [hereexternal icon](#). Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.)

**Hand sanitizers in the Classroom:**

- One location in the room.
- Adult supervised use.
- Apply upon entry into the classroom.

**Classrooms:**

- Face coverings must be worn by all students and staff.
- Desks will be arranged in traditional rows all facing the same way.
- Social distancing of three feet (with masks on) is required.
- Limit the sharing of items or cleaning before uses
- Use of hand sanitizer or hand washing for 20 seconds is required every time someone coughs, sneezes or blows their nose. Students under the age of five will require supervision.
- A cleaning schedule will be established by the principals in each building so that classrooms are sanitized and disinfected when they are vacant.

**Meals:**

- No family style, self serve or buffet.
- No sharing of food.
- Social distancing in the classrooms and cafeteria.
- Use of hand sanitizer before and after meals.

**School Visitors:**

- All visitors must identify the purpose of their visit prior to entering the building
- If it is necessary to enter, they must first complete the COVID checklist and their temperature will be taken.
- Upon entering, the visitor will be issued a face mask if needed and will be asked to use hand sanitizer.

**Bathroom Use:****Faber:**

- All bathrooms will be open for school use.
- Each classroom will be assigned a bathroom for daily use.
- Students will have the ability to use the bathroom at all times.
- In case of an emergency or student need the nurse's office will be available.
- A cleaning schedule will be established so that bathrooms are cleaned multiple times during the course of the school day.

**LMS/DHS:**

- All bathrooms will be open..
- In case of an emergency or student need the nurse's office will be available at all times.
- A cleaning schedule will be established by the principals so that bathrooms are sanitized and cleaned multiple times during the course of the school day.

**Screening:**

- Parents will be required to complete a daily COVID-19 checklist that will help determine if a student is able to participate for in-person schooling or remain at home for virtual instruction. This form will be generated through the Genesis portal and individualized for each student.
- Upon arrival to school grounds, students will have their temperature taken. Should a student have a reading of over 100.4 (99 for students under the age of 5), they will be examined by the school nurse and it will be determined if they are required to be sent home for the day. If so, they will then participate in school via virtual instruction. The student must be fever free without fever reducing medication for 24 hours.
- 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 Middlesex County Health Department and the Middlesex County Department of Education and the family of the confirmed case while maintaining confidentiality.**
  - Contact Tracing procedures will begin.

*\* D.O.H. reserves the right to revise.*

<b>Situation</b>	<b>Containment Response</b>
Close Contact (Student or Faculty)	<ul style="list-style-type: none"><li>● Student or faculty that are close contacts of confirmed cases outside of the school will quarantine for 14 days</li></ul>

<p>Reported Symptoms (Student or Faculty) with no known exposure to a confirmed case</p>	<ul style="list-style-type: none"> <li>● Student and faculty member with symptoms stays home until 24 hours after symptoms resolve</li> <li>● Testing for COVID-19 recommended but not required</li> </ul>
<p>Probable Case (Student or Faculty)</p>	<ul style="list-style-type: none"> <li>● All students and faculty in class with a probable case are quarantined for 14 days or until Probable Case tests negative</li> <li>● Probable Case will isolate as per existing guidance</li> <li>● Probable Case is recommended for testing</li> <li>● May recommend school-wide virtual instruction for a day to allow health department to complete contact tracing investigation</li> </ul>
<p>Confirmed Case (Student or Faculty)</p>	<ul style="list-style-type: none"> <li>● All students and faculty in class or on bus with a confirmed case are quarantined for 14 days</li> <li>● Confirmed case will isolate as per existing guidance</li> <li>● May recommend school-wide virtual instruction for a day to allow health department to complete contact tracing investigation</li> </ul>

**Contact Tracing:**

- The school district will immediately report to the local department of health and the county department of health upon learning of a positive COVID-19 case involving a student, staff member, parent/family member or visitor.
- All necessary information will be provided to the County Department of Health.
- Schedules and contact information will be provided if someone was within 6 feet for 10 minutes or more for a determined relevant window of time.
- The school will inquire if any staff are aware of other students or staff who may have been in close contact with the person in question.
- The school will work in partnership with the County Department of Health to notify parents and staff.
- CDC cleaning protocols will be implemented. Any quarantine or school closure will be determined in concert with the County Department of Health.

### **Nursing Inventory:**

- Gloves - designate high need areas
- Gowns (for nurses and high need areas)
- Sanitizer/cleaning wipes
- Touchless Thermometers
- Student face shields (as needed)
- Neck Gaiters
- Face Masks
- Face Shields

### **Resources:**

Contact Tracing:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/digital-contact-tracing.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-resources.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Fopen-america%2Fcontact-tracing.html](https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-resources.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Fopen-america%2Fcontact-tracing.html)

CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

Hand washing video: (English and Spanish)

Hand washing -

<https://www.cdc.gov/handwashing/videos.html>

Hand sanitizer:

<https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

Hand washing activity:

<https://www.cdc.gov/handwashing/handwashing-family.html>

Health promotion activities:

<https://www.cdc.gov/handwashing/materials.html>

Classroom Training and Education:

<https://www.cdc.gov/handwashing/training-education.html>

# ***Curriculum and Daily School Routines***

**Curriculum and Daily School Routines**  
**John P. Faber Elementary School**

**Plan - Keep all the students in the building for 4 hours of instruction Monday, Tuesday, Thursday and Friday. Wednesday they will be at home on a virtual learning schedule. All students will be provided a Chromebook by the district for use in school and at home.**

1. Provides daily instruction that can be counted on four days a week in school and one day at home.
  - a. Removes the concerns regarding lunch (room capacity, compromising cohorts, staff coverage, etc.).
  - b. Staff will supplement in person instruction with distance learning at 1:00
  - c. Allows coverage for absent staff members.
2. Special area classes will take place virtually when students get home, thus allowing special area classes to be exactly what they are.
  - a. Ex. Singing/ instrumental music can be played at home.
  - b. Special area teachers can provide capacity to cover absences.
  - c. **All students who participate in After Care will remain in supervised classrooms and participate in the same virtual instruction as the students who go home.**
3. Sample student schedule:
  - a. 8:00-12:00 or 8:15-12:15 in their homerooms
    - i. 80 mins ELA, 80 mins Math, 40 mins Writing, 40 mins Recess/Snack
    - ii. Travel home and prepare for distance instruction
    - iii. Provide the later staggered start time for the younger students
  - b. 1:00-3:00 - Special Area Classes, BSI/ESL instruction, SS/Science
4. Sample homeroom/resource teacher schedule:
  - a. 8:15-12:15 = academic classes
    - i. 80 mins ELA, 80 mins Math, 40 mins Writing, 40 mins Recess/Snack
  - b. 12:30-1:00 Lunch
  - c. 1:00-1:40 Prep
  - d. 1:40-2:20 SS/Science
  - e. 2:20-3:00 PLC/Team Time (extraordinary times)

5. Sample special area teacher schedule
  - a. Primary responsibility during the in person school day is to provide capacity for COVID related issues (teacher/aide absence, arrival/dismissal, etc.)
  - b. 8:00-8:40 assist student arrival, screening, late door, etc
  - c. 8:40-9:20 Prep
    - i. Instrumental morning meeting will be conducted virtually for K/preK
  - d. 9:20-10:00 GLM/PLC/Team Time
  - e. 10:00-10:30 Lunch
  - f. 10:30-12:00 Providing staff with breaks by covering recess/snack time
    - i. Physical education staff will provide structured activities for indoor/outdoor recess that allows for proper social distancing
  - g. 12:00-12:40 Assist in student departure, delivering students to aftercare, monitoring students that have not been picked up, etc.
  - h. 12:40-3:00 Distance learning

### **Special Area Classes**

- See above

### **Recess/Snack**

1. Homerooms will be assigned a particular location outside to utilize for recess
  - This is the ONLY area that they are to use
  - They can ONLY use their own recess materials
  - The fields will be lined regularly
2. Students will be encouraged to bring a blanket to school daily to allow for outdoor snack
3. **Students will have an opportunity to take a supervised “mask break” during this time.**
4. When inside due to inclement weather, the library, gymnasium, and multipurpose room will be utilized because it provides space for social distancing
  - X’s will be marked to provide guidance for proper social distancing

### **Breakfast**

- All students receiving breakfast will meet in a large, designated area to receive food.

### **Lunch**

- Prior to dismissal, all students whether receiving or purchasing lunch, will have their food delivered to their homeroom.

### **Floor Time**

- Students will remain in their seats and **will not** participate in carpet gathering

### **Limiting Shared Supplies and the assigning of Individual Computers**

- 1 to 1 Chromebook opportunity for all students
- Limit the use of recess toys, games, and classroom tools to **ONLY** that homeroom.

### **Classroom Set Up Changes**

- Room set up reflects 3-feet distancing.
- All long tables removed.
- All area rugs removed.

### **Opening of Windows or Classes Outside whenever possible**

- Increased use of the Courtyard and property of Faber School
  - Schedule created and shared with the staff
  - Benches/bleachers utilized for seating
- Use of other areas outside that could be used for class.
  - This will be the same area that homerooms are assigned to for recess.
  - Cafeteria or portable tables brought outside
  - Amphitheatre, courtyard picnic area, recess lot, behind the gymnasium

### **Remedial Programs During School year**

- BSI/ESL staff
  - Push in to support student learning in the classroom
  - Pull out instruction by homeroom will occur if students are tier 3
  - Cross homeroom small group instruction will take place between 1:00-3:00 through distance learning
- After School remedial classes will be conducted through distance learning
- Assigning BSI/ESL students to 2 homerooms per grade level to increase access with BSI staff

### **Adjusting Curriculum for September Return**

- Assess the students during the 1st week of classes using our newly created benchmark assessments that are aligned to the standards
- Then the first month of school will reteach 4th marking period work

### **School Level Pandemic Team**

- Principal - JR Lubisco
- Teachers - Pat Appello, Nancy Cortese, Samantha Pukash, Cheryl O'Neill
- CST member - Donna Kennedy
- Guidance - Mary Bolcar
- Nurse/School Doctor - Anne North
- SRO - Sergeant Chin
- Safety/Climate Team - Mary Bolcar
- Custodian - William Castr
- Parents - Mr. Sijaad, Mrs. Mangaroo, William Castro

## **Library Plan**

- Media Class will be conducted from a cart inside the classrooms
  - Teacher will create a shared google classroom
  - Provide tutorial videos for teachers and students on how to access resources
  - Provide tutorial videos showing teachers how to integrate digital resources into their Google Classrooms
- Media specialists create book carts from K-2 and 3-5 to deliver books to class
  - Assess connections between online classroom needs and the library's ebook collection
    - EPIC, Tumblebooks, Look into Macvida online ebooks
- Students will check books out and return from the cart
  - Book covers are wiped upon return to the library
- Copy Machine usage is limited to scheduled times developed through grade level preps

## **Other points of Consideration**

- All Grade Level Meetings and Personal Learning Committees will be conducted virtually to reduce exposure of cohorts
- Disinfecting during the school day will take place when homeroom classes go to recess
- Bathroom use
  - All bathroom will be open for school use
  - Each classroom will be assigned a bathroom for daily use
  - Students will have the ability to use the bathroom at all times
  - In case of emergency or student need the nurse's office will be available
  - A cleaning schedule will be established so that bathrooms are cleaned multiple times during the course of the school day
- Field Trips will be virtual until further notice
- Extra curricular clubs will be conducted virtually after the school day ends
- Emergency/Fire Drill Practice
  - Stagger when they are practiced to allow for proper social distancing
- CDC color signs will be posted in the classrooms, bathrooms, and halls .
  - Need for continued education/celebration of the use of masks and proper hygiene
  - Will be more effective to model proper behavior and expectations than to be punitive
  - PBSIS will need posters identifying these expectations
- Gaiters/face shields
  - All staff will be provided with each one
  - Select students will be given a face shield
  - All students will be provided with one gaiter

**Distance learning school day (7:30 am - 2:40 pm)**

- **This will go into effect on all Wednesdays and full time only if the Governor signs an executive order closing the schools.**
- The school day will be organized into 9 class periods:

1	9:30-10:00
2	10:05-10:35
3	10:40-11:10
4	11:15-11:45
5	11:50-12:20
6	12:25-12:55
7	1:00-1:30
8	1:35-2:05
9	2:10-2:40

- Grades pre-K-2 will consist of synchronous and asynchronous learning
  - Synchronous learning is remote learning where everyone from a given group is online at the same time (below are examples - not an exhaustive list)
    - Checking in with students regarding their social emotional wellness, building community, and establishing personal connections
    - Engaging students in discussions to ensure understanding of information
    - Previewing or explaining assignments or expectations of learning tasks
    - Answering student questions about one of the recorded lessons
    - Conducting small group instruction
    - Modeling or sharing examples of final products
  - Asynchronous learning is remote learning where students access pre-recorded lessons or independent learning tasks at any time during the day (below are examples - not an exhaustive list)
    - Viewing recorded instructional videos of lessons in a content area
    - Listening to read alouds and answering questions
    - Engaging in online discussion by reading and posting responses (i.e. via Schoology, Padlet, Flipgrid)
    - Reading posted literary selections and responding.
    - Responding to and collecting student work.
    - Recordings of performances submitted by students.
    - Completing independent learning tasks and assignments.

- This also allows time for:
  - Student check-ins
    - This is time dedicated for teachers to reach out to individual students that have not been to google meets or completed work consistently
  - Small group interaction time
    - To differentiated instruction for students with equitable educational opportunities through google meet
    - To remediate for students that need help on assignments/skills
    - To offer extensions for students that need enrichment
- Grade 3-5 will consist primarily of synchronous learning
  - This model closely resembles the image we have of a traditional classroom involving a group of students all learning the same thing at the same time
  - For detailed examples, see the above definition for synchronous learning

**Curriculum and Daily School Routines**  
**Lincoln Middle School**

Students will follow an A/B schedule. The school day on Mondays (A Group), Tuesdays (A Group) Thursdays (B Group), and Fridays (B Group) will continue to begin at 7:50 am and dismiss at 2:49 pm. There will be nine periods of instruction and the students will follow the same bell schedule as last year. The day will end with a homeroom period as usual.

An example of the weekly schedule:

Monday - "A" Day ("A" Group of students would attend in- person/"B" Group of students would participate via live stream)

Tuesday - "A" Day ("A" Group of students would attend in- person/"B" Group of students would participate via live stream)

Wednesday - All students will learn virtually at home

Thursday - "B" Day ("B" Group of students would attend in- person/"A" Group of students would participate via live stream)

Friday - "B" Day ("B" Group of students would attend in- person/"A" Group of students would participate via live stream)

Monday - Return to "A" Day and repeat schedule

Students getting the live stream at home must log in. Attendance will be taken and enforced.

- **On Wednesdays all students will be learning virtually from home. Everyone must log in for each class and have their cameras on. Attendance will be taken and enforced.**

All students/staff members will be required to wear a face covering.

Each classroom will be set up in a traditional way, which means rows of desks facing forward. Because the students will be wearing masks, the desks will be at least

three-feet apart. Smaller class sizes will allow for students to be spread out to allow for social distancing.

Students will be eating their lunches in the cafetorium at long tables - three to a table - with proper distancing, enforced by teacher supervision. Hot lunch will not be served; all lunches will be a “grab and go” lunch.

No lockers will be available for use this school year. The students will be required to carry all personal belongings/materials with them throughout the day.

Hand sanitizing stations will be available in each classroom. The custodial staff will be cleaning and sanitizing desks on a regular schedule throughout the school day to ensure the health component.

Use of shared objects/materials will be limited or cleaned between each use.

Signs on walls will be utilized to help ensure that staff and students maintain proper social distancing at other times throughout the building.

Students should bring a water bottle with them to school that can be refilled at the dispenser.

Students will be encouraged to wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education. Locker rooms will not be available for student use.

Technology will continue to play a large role in our educational plan. Students will be using google meet/classroom on a daily basis along with other functions.

### **Special Education**

Accommodations will be provided for individuals with disabilities or serious underlying conditions.

Students that are in the Self Contained program will attend school every day. (Both “A” & “B” schedule)

## Attendance

All middle school students will be required to be in school and in their classes on a regular basis, be it in-person or virtually. When participating virtually the student must be logged in and their camera **must be on**. Unless changes are made by the New Jersey Department Of Education (NJDOE) or the Dunellen Board of Education, we will still be following Policy 5200 regarding pupil attendance in school.

Parents should review the COVID checklist, assess their child's symptoms, and determine whether their symptoms warrant an absence. If students are sick, they should stay home from school and have a parent/guardian notify the school of their absence.

- Fever 100.4 or greater
- Shortness of breath/difficulty breathing
- Chills/Repeated shaking with chills
- Headache
- New loss of taste or smell
- Congestion or runny nose
- Cough
- Muscle Pain
- Sore throat
- Fatigue
- Nausea and vomiting
- Diarrhea

If there is a concern that a student has COVID-19, they should notify the school nurse. If a student or member of their family has tested positive for COVID-19, **the nurse should be notified immediately.**

## Bathroom Use

- The number of open bathrooms will be limited
- Students will know where all open bathrooms are located
- Bathrooms will be closed during class transition time to avoid congregation of large numbers but they will be available to all students during class times
- In case of an emergency or student need the nurse's office will be available at all times
- A cleaning schedule will be established so that bathrooms are cleaned multiple times during the course of the school day

## Remote Learning:

- **See remote learning plan for LMS and DHS on p. 30**

### **School Level Pandemic Team:**

- Principal- Robert Altmire
- Teachers - Allyson DeVito, Dorene DeNapoli, Jeff Murray
- CST member - Hiromi Cardoso
- Guidance - Jessica Derkack
- Nurse/School Doctor - Lori McManus
- SRO - Sergeant Chin
- Safety/Climate Team - Jessica Derkack
- Custodian -William Castro
- Parents - Jocelyn Posluzny, Katherine Hollenback

### **Pupil Drop Off/Pick Up Procedures (AM/PM)**

With approximately 145 students being physically present in the building daily, separate entrances/exits will be designated by administration. Each grade level will be required to use their own entrance/exit to eliminate overcrowding at any particular location.

As the students enter the building in the morning at 7:40, **temperatures will be taken**, students will report directly to a classroom until their first period class begins at 7:50. (Homeroom Classroom) This 10 minute window will present the opportunity for the students to eat breakfast.

A hand sanitizing station will be available at each student entrance/exit.

### **Visitors**

Visitors are discouraged from coming to the building unless absolutely necessary.

All visitors are required to wear a face covering unless the individual is under two years of age. Others without a face mask will not be admitted into the building.

### **Temperatures will be taken before entering.**

If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry to the school facility, **access will be denied**.

There will be limited access to our building. If you are allowed to enter the building, a temperature check will occur prior.

Parent Conferences/Meetings will be held in a virtual manner.

**Curriculum and Daily School Routines**  
**Dunellen High School**

The following are plans/guidelines that will be put into place for Dunellen High School to increase social distancing/safety while still maintaining a level of face-to-face instruction and a structured school day:

**Classroom/Curriculum**

- Students will be scheduled to attend school in person on alternate days to minimize the number of students in the building. On the days they are not physically in the building, they will attend classes virtually. This will be referred to as an A/B schedule, where half of the students attend in person Monday and Tuesday while the other half is home watching a live stream of their lessons.
- **On Wednesdays all students will be learning from home virtually.**
- On Thursday and Friday those who were at home the previous Monday and Tuesday will be in school. Those who were in school will be home watching the live stream. Attendance for the A/B schedule will be based on the student's last name. An effort will be made to schedule all family members on the same day.
- The students will follow a normal school day schedule from 7:40 am - 2:36 pm, Monday, Tuesday, Thursday and Friday, whether they are in person or at home.
- Teachers will provide instruction through Google Meet for synchronous lessons for students physically in class, as well as those participating virtually. Attendance in class is mandatory for all students.
- Google Classroom will be utilized to post assignments and announcements for classes.
- Teachers may also provide recorded lessons for students to view.
- Students sitting in classrooms at desks will be facing the same direction, wearing face masks and separated by at least three feet. Seating will be assigned with the expectation of sitting in the same seat each day.
- All curriculum for courses will be followed as established.
- Students receiving accommodations and modifications per IEP's, 504's, ELL's and Health Plans will continue to receive established services.
- The sharing of supplies in classes (art, woodshop, PE, etc.) will be minimized and cleaned and disinfected between uses.
- As students have their own Chromebooks, there should be no need to share electronic devices among students.

## Health/Social Distancing

- All students and staff **must** wear face coverings/masks while in school, except when eating lunch, participating in Physical Education class or any other time allowed by school personnel. If there is an issue that prevents one from wearing a face covering due to a physical or mental health condition, the school must be notified and will be dealt with on an individual basis.
- There will be signage throughout the school reminding students and staff of social distancing protocols, as well as other required safety measures.
- Student entry into the school in the morning will occur by the DHS Auditorium for all students. Student entrance into the building will occur between 7:20 - 7:40 am.
- **Temperatures will be taken.**
- Students will be encouraged to wash their hands as often as possible and use hand sanitizer that is available in each classroom.
- Students are expected to move promptly to each of their classes and not loiter in the hallways.
- Students will not be issued lockers to limit congregating in the hallways.
- Stairwells will be designated and have signs for Up stairwells and Down stairwells in order to limit students passing one another while moving to classes.
- All bathrooms will remain open at all times.
- In case of an emergency, the bathroom in the nurse's office will be available to all students at all times.
- Students should bring a water bottle with them to school that can be refilled at the dispenser. The regular water fountain will not be accessible for use.

## Lunchtime

- In the cafeteria at lunchtime, students will be limited to 2 students per table, sitting at designated spots at the table in order to ensure distancing, with a partition in between them.
- At lunchtime, students waiting in line for their food should maintain their social distance while in line. There will be markings on the floor to remind students to socially distance at intervals of six feet.
- Seniors will not be offered the Open Lunch program so as to minimize contact outside the school building during the school day.

## Band/Choir

- The full band will not meet as a group. Small group lessons will be provided to students once per week. The Auditorium will be utilized in order to allow adequate distancing for the students and teachers.

- A schedule will be established to ensure Band students clean their instruments either at school or at home. Parental support for this will be imperative.
- The students in the Choir will not be able to sing in class at this time. Should the health situation change, this decision will be reexamined.

### **Physical Education**

- Physical Education classes will not change clothes in order to participate. The locker rooms will not be used to change clothes. Students are encouraged to wear comfortable clothing so they may participate in physical education classes.
- Physical Education classes will go outside as the weather permits. Students will participate in activities in PE that will take into consideration social distancing and health precautions.
- The sharing of equipment will be minimized, as well as cleaned and disinfected between uses.

### **Extracurricular/Co-curricular activities**

- There will be limited after school, extracurricular or co-curricular activities offered to start the school year. When they do begin, they will do so virtually.
- We will provide for class officers to be elected for each grade level. The election process will be modified to ensure health concerns.

### **Athletics**

- All DHS interscholastic sports will participate contingent upon guidelines and regulations as outlined by the NJSIAA.
- Official practice for the fall season has been pushed back to September 14. The opening games are scheduled for October 1 and 2.

### **Assemblies/Field Trips**

- There will be no large group, grade-level assemblies during this time to prevent large gatherings of students.
- There will be no field trips allowed until further notice.

### **Visitors to DHS**

- Visitors to the building will be limited. If an item is being dropped off for a student, they can be left in bins outside of the main office.
- If it is required that a visitor enter the building, they must first complete the COVID checklist, have their temperature taken and wear a face covering/mask and are limited as to where they can go in the building.
- **Parents should not come to the school unless it is absolutely necessary.**

## **Social and Emotional Learning (SEL) Guidelines**

As students transition back to school in person, it is imperative to continue to provide social-emotional support to students. We need to create an environment that will allow the students to have a positive sense of self, as well as feel comfortable to build relationships with peers and adults. The growth of the social-emotional well-being of the student will work alongside their academic disciplines to provide a quality, balanced education.

- The school will promote self-care strategies for students: eating healthy, getting enough sleep, exercising, and finding time to take breaks.
- Teachers will incorporate social-emotional learning into classroom instruction.
- Counselors will utilize intervention and encourage students to seek mental health supports as needed.
- The home-school relationship will be fostered by enhanced communication between teachers, counselors, and parents, through email, phone calls, or virtual meetings.
- The 9th and 10th grade team of teachers will continue to provide a support system for students, both academically and behaviorally.
- The SAC will identify students in need and develop supports to enhance their success.
- Students and families will be referred to mental health clinicians and community agencies as needed.

**REMOTE LEARNING GUIDELINES**  
**DUNELLEN HIGH SCHOOL AND LINCOLN MIDDLE SCHOOL**  
**STUDENTS/FAMILIES**

**OVERVIEW**

On Wednesdays and in the event that we return to full-time, virtual learning, district-wide, we have prepared to maintain the expected quality of instruction for the students. To do so, this document outlines the structures, expectations, and tools to ensure that we continue to provide a rich learning experience for all. Teachers will be providing direct instruction to the students and it will be required that the students attend the sessions each class period, each school day. Expectations for the various roles in our school are listed below.

**STRUCTURES - REMOTE LEARNING**

- A “virtual school day” will be 5 hours and 10 minutes in length for students, from 9:30 am - 2:40 pm (schedule at the bottom.)
- Students will “access” school using their school-issued Chromebook and the Google Classroom platform or a website link.
- All students will have a district-issued Chromebook.
- Each class will provide 30 minutes of online learning daily (direct instruction/demonstration of learning.)
- Attendance will be taken each class period. Students **must** log into each class and **must** have their camera on for the entire class period.
- All staff will have roles and responsibilities to support the operations of “virtual school” and to be responsive to students and families.

**EXPECTATIONS**

***Students*** will...

- Access “school” by “attending” each class and completing daily lessons/demonstrations of learning/assignments.
- Follow their schedule to access the daily lessons.
- **Log on and have their cameras on for each class. Attendance will be taken and enforced.**
- Reach out to teachers with any questions or issues.

- Contact school regarding any issues with their Chromebooks, [Techsupport@dunellenschools.org](mailto:Techsupport@dunellenschools.org)

**DHS Parents/Guardians** will...

- Ensure access to technology for your child.
- Communicate with staff with any issues or questions.
- Report any absences via the attendance office line or email [samgarnii@dunellenschools.org](mailto:samgarnii@dunellenschools.org)
- Contact Mrs. MacManus, the school nurse with an health concerns: [Macmanusl@dunellenschools.org](mailto:Macmanusl@dunellenschools.org)
- Support your child with the online platform for learning.

**LMS Parents/Guardians** will...

- Ensure access to technology for your child.
- Communicate with staff with any issues or questions
- Report any absences via the office line or email [valentint@dunellenschools.org](mailto:valentint@dunellenschools.org)
- Contact Mrs. MacManus, the school nurse with an health concerns: [Macmanusl@dunellenschools.org](mailto:Macmanusl@dunellenschools.org)
- Support your child with the online platform for learning.

**Teaching Staff** will...

- Plan for and provide daily instruction for all courses, ensuring that the curriculum is being moved forward and structured as follows:
  - Direct Instruction: Live, online instruction/videos/other online platforms
  - Demonstration of Learning: Learning activities and assignments
- Use Google Classroom (or website) as the main communication platform.
- Maintain an accurate and up-to-date attendance/participation record.
- Maintain the GENESIS grade book to reflect the necessary tasks/assignments.
- Communicate w/ school administration and families.

**School Nurses** will...

- Coordinate with the district regarding guidelines and necessary precautions
- Maintain open communication with families.

**Counselors/Child Study Team** will...

- Provide resources and tools to support the social/emotional needs of students and families.
- Maintain open communication with families.
- Check on student attendance.

**Administration** will...

- Monitor daily student attendance.
- Communicate with teachers regarding any “non-active” participants and serve as the liaison to home regarding cause/reason.
- Oversee the daily operations of the “virtual school”
- Provide frequent communication to staff members and families.
- Serve as the point person for all concerns, issues, matters impacting the school.

**TOOLS/RESOURCES**

The list below is designed to provide support with a “virtual school” day.

<b>Tool</b>	<b>Link</b>	<b>How to Use</b>
Genesis	<a href="#">Genesis online portal</a>	<ul style="list-style-type: none"><li>● Genesis is where you can view your child’s records</li></ul>
DHS Website	<a href="#">Dunellen High School</a>	<ul style="list-style-type: none"><li>● The school website will have the most current information for DHS</li></ul>
Twitter	<a href="#">@DunellenHS</a> <a href="#">@DunellenLMS</a>	<ul style="list-style-type: none"><li>● Announcements and information will be provided</li></ul>

<p>IMPORTANT NUMBERS AT DHS</p>	<p><b>Main Number:</b> 732-400-5900 ext 2300 (DHS) 732-400-5900 ext 4300 (LMS)</p> <p><b>Attendance Line -</b> 732-400-5900 ext 2310 (DHS) 732-400-5900 ext. 4300 (LMS)</p> <p>Paul Lynch- Principal DHS- x 2305 <a href="mailto:Lynchp@dunellenschools.org">Lynchp@dunellenschools.org</a></p> <p>Cuyler Tobin -Asst. Principal DHS x2315 <a href="mailto:Tobinc@dunellenschools.org">Tobinc@dunellenschools.org</a></p> <p>Kristen Yorkanis - Counselor DHS- Gr. 9, 10 x2322 <a href="mailto:Yorkanisk@dunellenschools.org">Yorkanisk@dunellenschools.org</a></p> <p>Al Trafford - Counselor DHS - Gr. 11, 12 x2321 <a href="mailto:Trafforda@dunellenschools.org">Trafforda@dunellenschools.org</a></p> <p>Lori MacManus-Nurse x2330 <a href="mailto:Macmanusl@dunellenschools.org">Macmanusl@dunellenschools.org</a></p> <p>Lisa Leibowitz - SAC x2326 <a href="mailto:Leibowitzl@dunellenschools.org">Leibowitzl@dunellenschools.org</a></p> <p>Amanda Lamoglia - Dir of Special Services x 1050 <a href="mailto:Lamogliaa@dunellenschools.org">Lamogliaa@dunellenschools.org</a></p>
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<p>IMPORTANT NUMBERS AT LMS</p>	<p><b>Main Number:</b> 732-400-5900 ext 4300 (LMS) <b>Attendance Line -</b> 732-400-5900 ext. 4300 (LMS)</p> <p>Robert Altmire- Principal LMS- x 4305 <a href="mailto:Altmirer@dunelleschools.org">Altmirer@dunelleschools.org</a></p> <p>Jessica Derkack- Counselor DHS- Gr. 9, 10 x4320 <a href="mailto:Derkackj@dunellenschools.org">Derkackj@dunellenschools.org</a></p> <p>Lori MacManus-Nurse x2330 <a href="mailto:Macmanusl@dunellenschools.org">Macmanusl@dunellenschools.org</a></p> <p>Amanda Lamoglia - Dir of Special Services x 1050 <a href="mailto:Lamogliaa@dunellenschools.org">Lamogliaa@dunellenschools.org</a></p>
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**VIRTUAL SCHOOL DAY**

**9:30 am - 2:40 pm**

<b>Class Period</b>	<b>Class Times</b>
1	9:30 - 10:00
2	10:05 - 10:35
3	10:40 - 11:10
4	11:15 - 11:45
5	11:50 - 12:20
6	12:25 - 12:55
7	1:00 - 1:30
8	1:35 - 2:05
9	2:10 - 2:40

**School Level Pandemic Team:**

- Principal- Paul Lynch
- Teachers - Tim McGovern, Patty Bodak, Mike Oprysk, Jessica McCarthy
- CST member - Eric Salvador
- Guidance/Mental Health - Lisa Leibowitz
- Nurse/School Doctor - Lori McManus
- School Safety Personnel - Cuyler Tobin
- School Safety Team - Cuyler Tobin, Lisa Leibowitz
- Custodian -Frank Patullo
- Parents - Arlene Nieves, Hannah Shay, Monic Lockett

## DELIVERY OF SUPPORT SERVICES

Related Services and students receiving Eligible for Speech and Language Services: Sessions will be conducted by related services staff to target IEP goals and objectives. They will be facilitated in-person and using an on-line video conference platform. Both individual and group sessions will be conducted based on the IEP to the maximum extent possible. Related service providers will log all services on a daily basis.

**Counseling:** Support will be provided in person and virtually as dictated by the IEP and as warranted to address relevant concerns. Counselors will log attendance/participation of all sessions as well as all phone and email contacts with families.

Child Study Team Case Management and Compliance: Mandated meetings per NJAC 6A:14: CST members, related services providers and teachers will conduct all meetings including, but not limited to, Annual Reviews, Initial Planning Meetings, Reevaluation Planning Meetings and Eligibility Determination Meetings in accordance with mandated timelines. When evaluations are warranted, after receiving parental consent, the CST will complete any and all that can be completed in person. Corresponding eligibility conference will occur following the completion of all evaluations. All meetings are recorded on the IEP Platform. Progress Indicators are provided to parents via IEP Platform in accordance with individual IEPs and NJAC 6A:14. The District will monitor and implement relevant guidance from the NJ DOE. Case managers will be available via email, phone, and online video or chat platform to facilitate meetings, answer questions and address concerns. CST members, related services providers and teachers will hold mandated meetings, when appropriate, using an on-line video conference platform or phone conference. In the event a required member of the IEP Team is not available, the case manager, in accordance with NJAC 6A: 14 will seek written consent from the parent to excuse that individual and will proceed with the meeting only if written consent is provided. All related documents, including PRISE, will be shared with parents electronically or via US Mail. In the event the meeting cannot be facilitated, the meeting will be rescheduled. There will be frequent communication with staff regarding student performance and participation. Case managers will maintain open lines of communication with parents via email, phone, and online video or chat platform regarding student progress and compliance with IEPs.

**Section 504:** School Counselors to monitor and provide additional support per individual plans, including communication with staff, parents and students. Support will be provided in person and virtual as warranted to address current educational concerns.

Annual conferences will be conducted through video conference platforms within annual timelines.

**English Language Learners:** Students who have been categorized as receiving English as a Second Language (ESL) services, will receive in person and virtual supplemental instruction in accordance with their English Language Proficiency. ESL teachers will take and modify assignments as well as assessments to commensurate with the students' language level.

# **The Virtual Option**

## THE VIRTUAL OPTION

On July 24, 2020, Governor Philip Murphy announced an update to “The Road Back: Restart and Recovery Plan for Education. The update included an additional “Anticipated Minimum Standard” that provides that “families/guardians may submit, and school districts shall accommodate, requests for full-time remote learning. Such requests may include any service or combination of services that would otherwise be delivered on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education and related services.”

When students report to school on September 8, all students in the district will be eligible for full time remote learning. This includes students with disabilities who attend in-district schools or our-of-district schools. There is no selective criteria to receive this option; it is available upon request by following the procedures outlined by the district.

On August 3, 2020 parents will have access to a form posted on the district website that will allow them to register their child or children for virtual instruction to begin the school year. Those who choose the virtual option, will follow the live stream lessons from the classes they would be in if they were in school. On Wednesday’s they will follow the virtual schedule for their school.

**To allow for opening day schedules to be finalized on time, parents who want their children to begin the year learning virtually must have their forms filled out by the end of the workday on August 10, 2020.**

If parents choose the virtual option to begin the school year, it is understood that their child or children will remain at home for an extended period of time - ideally the first marking period. If, however, a parent wants their child or children to return to in-person instruction, they must contact their child’s principal announcing their intentions two weeks in advance of their return to school. This will allow the administration to make provisions for an increase in capacity.

Once the school year starts, parents may request the virtual option for their child or children at any time. To do so they must fill out a virtual option form electronically and contact their child’s principal. They will move to virtual instruction the next day.

The advantage of the virtual option is that it allows parents to choose the mode of learning that makes them most comfortable. And if, at any point, the schools should be forced to close, all students would immediately transition to virtual instruction using the virtual schedule that had been followed on Wednesdays.

***MENTAL HEALTH AND  
SOCIAL/ EMOTIONAL  
LEARNING***

## **MENTAL HEALTH AND SOCIAL/ EMOTIONAL LEARNING**

Dunellen Public Schools will be partnering with the Sage Day Organization to provide a Mental Health Support Program for staff, students, and families.

Sage Thrive, the educational and counseling arm of the organization, is recognized by the New Jersey Department Of Education as an approved clinic and provides credentialed and trained certified clinicians who are prepared to deal with a range of issues through the use of individual, group and family counseling. All Sage Certified Clinicians™ participate in an ongoing training protocol. Additionally, senior level Sage Administrators supervise the Sage Clinicians and help maintain best practices and accountability. This level of supervision is imperative to help the clinician(s) address the challenges and needs of the students they serve. Their focus is on the whole student and we are strongly committed to academic and emotional growth. In our experience, this growth is what best empowers students to fulfill their potential as lifelong learners and productive members of society.

### **Goals for Services**

- Increase awareness of Mental Health Wellness; supporting district wide goals of Mental Wellness of staff and students.
- Provide staff with tools and strategies to support special education and general education students who have ongoing mental health needs to help them achieve a high level of overall functioning.
- Early intervention – Provide psychoeducation to staff and students within the Dunellen School District to identify and reduce emotional and/or behavioral issues
- Provide performance reports and summaries to track effectiveness of the program with measurable indicators.

**The following supports will be offered throughout the school year:**

### **Professional Development 2020-2021 (In-Person/Virtual)**

- Trauma Informed Instruction
- Mental Health Awareness
- Social Emotional Learning

## **Mental Wellness Certification for Staff**

- One Elementary, One Middle School, One High School

## **Family Night Programming (In person and Virtual option)**

Program 1: District-Wide

- Mental Health Awareness for Families

Program 2: Elementary Level

- TBD based on Needs Assessment

Program 3: Secondary Level

- TBD based on Needs Assessment

Program 4: District-Wide

- TBD based on Needs Assessment

## **Clinical Services -**

- 1 Part-Time Sage Thrive Certified Clinician™
- Teletherapy support as needed three hours per week available to staff and families

## **Needs Assessments:**

- Staff, Student and Parent surveys will be distributed in conjunction with the District Counseling Support Staff to identify the needs of the community.

## **District Support Staff will provide the following for staff, students, and families:**

- Review with staff the guidelines on how to address mental health/social/emotional concerns and who to refer to
- Focus on rebuilding -
  - Provide a safe, predictable, and positive environment -- expectation, routines
  - School collectiveness through positive relationships and inclusivity
- Provide an academically focused environment that acknowledges, respects, and allows for the different levels of social/emotional needs of staff and students

- Incorporate Social Emotional Learning (SEL) into classroom instruction
- Develop and utilize interventions such as safety plans, check-ins/check-outs, behavior plans, peer-to-peer support and trauma-informed approaches.
- Monitor students progress
- Foster relationships with parents/caregivers, support staff, mentors, and community agencies
- Gather and distribute resources to parents via Parent Newsletters
- Refer students and families to mental health clinicians or community agency

### **Resources:**

Call 2-1-1 from any phone to be connected to a list of statewide resources for everything from food and diapers to rental assistance and bus fare.

Disaster Distress Helpline 1-800-985-5990 or text TalkWithUs to 66746. This 24/7/365 service from the Substance Abuse and Mental Health Services Administration provides crisis counseling for people going through both natural and human-caused disasters. It's free, multi-lingual and confidential.

<https://drjenniferfee.wordpress.com/2010/10/14/5-easy-ways-to-ground-yourself-while-anxious/> 5 Easy Ways to Ground Yourself While Anxious

<https://adaa.org/finding-help/mobile-apps> ADAA Reviewed Mental Health Apps

<https://www.purposefairy.com/78001/relax-and-unwind-70-free-guided-meditations-for-you-to-enjoy/> Free Meditation Sessions

<https://www.nctsn.org/resources/parent-caregiver-guide-to-helping-families-cope-with-the-coronavirus-disease-2019> The National Child Traumatic Stress Network, Family Guide to Coping

<https://consciousdiscipline.com/covid-19-five-helpful-responses-for-families/> Resource for parents to support establishing a safe and secure home context during this crisis

# ***FACILITIES***

## FACILITIES

One of the few luxuries afforded by the pandemic has been the ability to focus on our facilities and make the necessary changes in terms of cleaning, sanitizing, painting and refurbishing in order to have our schools ready for the reopening in September. At Faber School we have constructed a new room for Occupational and Physical Therapy in a back section of the library. At the high school the first-phase of the refurbishing that is part of the referendum passed last December is underway. It will result in the construction of new locker rooms, a new office for the Student Assistance Counselor, and a new faculty room. The construction of the new faculty room will open up a new room for use by the performing arts.

Most of the attention, however, has been in preparing the opening of school during a pandemic:

A schedule will be established to routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).

All cleaning products will be used according to the directions on the label. Our custodial staff will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA's website.

Additional highlights of our plan to maintain clean facilities includes:

- **Hand sanitizer stations at all entrances.**
- **Hand sanitizer stations in all classrooms.**
- **Classroom set-up to accommodate social distancing.**
- **Regularly scheduled cleaning and sanitizing of classrooms during the school day.**
- **Cleaning and sanitizing of classrooms after school.**
- **Day-long cleaning and sanitizing every Wednesday and Saturdays in all three buildings.**
- **Signage signaling one-way movement in hallways.**
- **Signage signalling one-way stairways.**
- **Signage designating appropriate social distancing in any areas where there may be lines.**

- **Signage promoting hand washing and personal hygiene.**
- **Clear plastic shields in all offices separating visitors from administrative assistants.**
- **Clear plastic shields separating students seated at lunchroom tables.**
- **Every student will receive one neck gaiter when school opens.**
- **Students with high-risk needs will receive face shields.**
- **All staff will receive one neck gaiter and one face shield (daily face masks available as needed).**
- **Use of outside facilities to conduct classes on a rotating basis, especially at Faber School - Courtyard Amphitheater and designated areas on the field set off by lines.**
- **De-activated water fountains to provide bottle refills only. Students are encouraged to bring bottled water from home and re-fill in fountains.**
- **Additions to and refurbishing of the Heating, Ventilation and Air Conditioning System in all three buildings.**
  - **New rooftop HVAC unit for Faber School.**
  - **Two new rooftop HVAC units at DHS.**
  - **Investigating the purchase of plasma air to pass through unit vents at LMS.**
  - **Filter upgrades for rooms at Faber.**
  - **Repair all bathroom exhaust fans.**
  - **Run the exhaust fan at Faber during intervals to take air out and aid in the circulation.**
  - **Air dampers opened to bring fresh air from outside.**

# ***TECHNOLOGY***

## TECHNOLOGY

Whether students are in our classrooms or learning from a distance, technology will be a big part of their lives. Four years ago the district invested in a 1:1 initiative designed to put a Chromebook in the hands of every student. The plan was first rolled out in Dunellen High School and expanded downward in each succeeding year. By September 1, 2020, all students in grades 1-12 will have a district-issued Chromebook. We are scheduled for a delivery midway through September that will provide all K-12 students in the district with a Chromebook.

Technology highlights that illustrate our capabilities include:

- **The ability to livestream classes in every classroom in all three buildings.**
- **Expanded bandwidth that will allow for a higher quality of uninterrupted transmission.**
- **Ability to provide internet access to those who don't have it at home.**
- **Immediate Chromebook repair or replacement available on site through the Dunellen IT Department: Mr. Dave Petzinger and Mr. Ronnie Haynes.**
- **Additional document cameras will be purchased and deployed to help teachers enhance their lessons. This should be especially effective when teaching virtually.**
- **G Suite (formerly Google Apps) will serve as our primary platform for remote instruction, using Google Classroom as the main hub for teacher communication, assignments and grading and Google meet for teleconferencing.**
- **Using EdPuzzle for better student attention when watching recorded teacher lessons and other educational videos.**
- **Providing professional development workshops on teaching virtual teaching.**
- **Providing professional development on the use of live streaming in the classroom.**
- **Providing professional development for the best use of educational resources when teaching virtually.**

# ***FOOD SERVICES***

## **FOOD SERVICE**

When the governor ordered schools closed in March the Dunellen Public School District continued to serve food to those who qualified for free and reduced lunch. Initially, the food distribution was conducted daily but after two weeks, a regular pick-up schedule of twice a week for five breakfasts and five lunches was established. That twice a week schedule continued for the duration of the school year, even after the governor expanded the food service to include all students.

This school year, with students returning to the buildings, food service (breakfast and lunch) will return to those who qualify for free and reduced lunch only. At the high school and middle school, on both A and B days, students will report to the cafeteria to pick up breakfast in the morning and eat it in the cafeteria or other designated area only. At lunchtime they will report to the cafeteria, receive a grab-and-go lunch and eat it in the cafeteria or other designated area only.

At Faber Elementary School things will be a little different. For breakfast students will report to an area designated by the principal where they will eat their breakfast.

The grab and go lunches will be delivered to the classrooms prior to the end of the day and they will take them home with them.

- **On Wednesday, when everyone is virtual, students/and or parents will have to report to either Faber School or DHS. Meals will be distributed at Faber School and DHS. Students from Faber, LMS and DHS can pick up their food at either location.**

### ***Meal Distribution on Virtual Wednesdays:***

***All meals are pre-packed and ready for distribution which begins at 10:00am until 12:00pm.***

***John P. Faber:***

***All Food Service handlers will wear gloves and a mask at all times.***

- A parent or child will come up to the table set up in front of the school (Kitchen Door Entrance).

- If more than one person is present, the next person will wait on the sidewalk (about 20 feet away) until the person at the table has left. Any other person will line up at least 6 feet away from each other.
- The Food Service Employee is inside the building and will open the door slightly to hear the name of the child to check off the student roster.
- The Food Service Employee will place the meal on the table where the individual can grab and go.
- The table and meal collection area is thoroughly cleaned and disinfected.

***Dunellen High School:***

***All Food Service handlers will wear gloves and a mask at all times.***

- A Parent or child will come up to the table set up at the side entrance of the school (Auditorium entrance).
- If more than one person is present, the next person will wait on the sidewalk (at least 6 feet away) until the person at the table has left. Any other person will line up maintaining at least 6 feet of distance from each other.
- The Food Service Employee is inside the building and will come outside to the table maintaining at least 6 feet of distance to hear the name of the child to check off the roster.
- The Food Service Employee will place the meal on the table where the parent can grab and go.
- The table and meal collection area is thoroughly cleaned and disinfected.

***Date: 7.30.2020***