



ATLANTIC COUNTY
SPECIAL SERVICES
SCHOOL DISTRICT

The Road Back
Restart and Recovery Plan for Education

ACSSSD will reopen full-time in September!

- Staff will report on September 1, 2020
- Students' first day will be September 8, 2020

Return to School Options

ACSSSD will offer parents two options for their children

- Full time in-person instruction beginning September 3, 2020
 - School day schedule will remain the same (8:50 a.m. – 3:10 p.m.)
- Full time remote instruction beginning September 3, 2020
 - Teachers will develop daily schedule
 - Students can transition back to in-person whenever possible
- Case managers contacted parents and guardians to survey their preference and letters were sent to families that are unreachable

Car rider drop off and pick up location and times have changed

- Drop off between 9:00 a.m. - 9:30 a.m. at Door 16 (near warehouse)
- Pick up between 2:30 p.m. - 2:45 p.m. at Door 16 (near warehouse)

ACSSSD Transportation

- **Transporting Students**
 - Modify seating to maintain social distancing when practicable
 - Mandatory face coverings for drivers, aides and students when unable to maintain social distancing
 - Accommodations for students unable to wear face covering in accordance with applicable laws
 - Open windows if possible
 - Modify loading and unloading of students to limit physical interaction when possible
 - Stagger student departure times to avoid congestion in hallways
 - Designated drop off and pick up areas around the school
 - Drivers and aides will practice and follow all established safety protocols (e.g. masks, gloves)
- **Cleaning and Sanitizing**
 - Clean and sanitize all vehicles used to transport students between morning and afternoon routes and at the end of the day
 - All vehicles will be supplied with cleaning and sanitizing products to use as needed.
 - Drivers and aides will have masks available for students for loading or during transit if needed

Health Screenings, Arrival, and Dismissal

Student and Staff Health Screenings

- Students and staff will enter through 3 designated entrances (Main Entrance, Group 4, and Door 16)
 - Body Scanners installed at entrances for staff and ambulatory students
 - Handheld Thermometers used for students who cannot safely pass through a scanner
 - Staff who are offsite (bus drivers, aides) will be required to self report their temperature each day prior to beginning their shift
 - If a staff member presents with symptoms or a temperature 100.4 or above they will be instructed to go home immediately
 - If students present symptoms or a temperature 100.4 or above they will be escorted to the nurse's office for further evaluation and possible quarantine
 - If quarantined they will be held there until they're picked up by a parent
- Students will dismiss on a class by class basis to limit the number of students and staff traffic in the hallways

Additional Response to Students and Staff Presenting Symptoms

- Students and staff presenting with symptoms will safely and respectfully be isolated to prevent exposure to others
 - 2 quarantine spots have been selected and will be set up following CDC Guidelines
 - Staff entering the quarantine area will wear full PPE
 - Deep cleaning would be executed after symptomatic student/staff member exits quarantine space
 - Physicians note and/or negative COVID-19 test will be required to return to school
- Notification of health officials, staff, and families of confirmed cases
 - School staff members learning that a student, staff member or visitor has contracted COVID-19 will notify the Superintendent's office
 - Superintendent or their representative will notify impacted staff and/or families as well as the Atlantic County Health Department who will conduct subsequent contact tracing

General Health and Safety Guidelines

- Use of face coverings
 - Staff and all visitors will be required to wear face coverings at all times, except during scheduled lunch break
 - Students will be expected, to the greatest extent possible, to wear face coverings while riding the school bus and when in the school building/campus
- Social Distancing
 - Classroom layout with all students facing forward, student seats set with 6 foot radius
 - Dividers in use when 6 feet distance is not possible
 - Signage in common areas will be used to show students 6 foot distance
- Hand Washing and/or Sanitizing
 - Multiple announcements made daily to remind staff and students to sanitize
 - Every classroom has a sink with wall mounted soap dispenser
 - Hand sanitizing dispensers are wall mounted around the building and every classroom has hand sanitizer bottles

Facilities Cleaning Practices

- General Cleaning Practices

- A schedule and process for increased routine cleaning and disinfecting has been established, especially for frequently touched surfaces. (e.g. door knobs, light switches, handrails)
- Clean and sanitize bathrooms between use as much as possible. Limit the number of bathrooms in use throughout the building.
- Convert drinking fountains to no-touch models or shut off.
- Ensure adequate supplies to support cleaning and disinfection

- Sanitizing Protocols

- Hand sanitizer will be available in every classroom and throughout the building.
- Disposable disinfecting wipes will be distributed to all staff
- Every area will be Bio-blasted at the end of every day.
- Bathrooms will be sanitized every night.

- Miscellaneous

- Procedures for cleaning and disinfecting in the event someone is identified as COVID-19 positive have been established.
- Provide additional training to staff responsible for cleaning and sanitizing.
- Install barriers in specific locations (cafeteria, offices, therapy rooms)

Classroom Preparation

- All room layouts have been adjusted to meet safety guidelines.
- Room layouts include either desks 6 feet apart or dividers in between students.
- Room layouts dependant on classification of students as well as room enrollment.
- All unnecessary furniture items have been removed from classrooms.
- Items included in some instances excess student desks and chairs, tables, and aides desks.
- No additional furniture items were needed after thorough inventory was taken.
- Movement throughout the building will be limited to avoid exposure and students will remain in their classrooms throughout the day

Ensuring the Delivery of CST and Related Services

- Child Study Team
 - Virtual IEP meetings to continue as much as possible.
 - If IEP meetings have to be scheduled in the building, fewer meetings will be scheduled each day and keep meetings to designated areas that can be cleaned in between meetings.
 - Tours provided to a district representative and parent(s) only; group tours prohibited
 - No observations by CMO, outside providers, etc.
- Speech Therapy
 - Push in services in the back of the room or in the classroom supplemental instructional area or discrete trial rooms.
 - Therapists will use laminated materials that can be wiped down after each use and clean other materials with wipes.

Ensuring the Delivery of CST and Related Services

- Occupational Therapy
 - Push in services unless students need equipment located in the OT rooms.
 - Therapists will clean supplies and equipment in between use or assign supplies to a classroom or student that is used regularly.
- Physical Therapy
 - Most services must occur in the PT gym due to the equipment used.
 - Therapists will clean any shared equipment in between sessions.
- Counseling
 - Services have to be private and should be in designated offices.
 - Therapists will need to wipe down the desk, table, and any materials in between sessions.

Food Service

- **Breakfast and Lunch Distribution**
 - Discontinue use of shared table meals and move to in-class meals
 - Utilize single serve food packaging and utensils.
 - Step by step instructions on proper procedures will be distributed to staff.
- **Cleaning and Sanitizing**
 - Staff will be required to wear face coverings and gloves at all times while serving food.
 - Food contact surfaces will be cleaned and sanitized as needed. Deep cleaned daily.
 - All non-disposable food service items will be handled with gloves and washed with soap in hot water or dishwasher and sanitized.
- **Professional Development**
 - Food service staff will be trained on the proper hand hygiene and personal hygiene practices.
 - Consult with the NJ Department of Agriculture regarding the compliance with program rules.
 - All food service staff will be trained on specific COVID 19 guidelines as it pertains to serving and preparing meals.

Food Service Distribution

- In the event student instruction is partially remote, students who qualify for free or reduced meals, will be offered meals to take home at the end of the school day in which they are present in school. Families may contact the school to pick up meals when the student is on remote learning also.
- ACSSSD has a partnership with the Community Food Bank of New Jersey, Southern Branch to run a school based food pantry that provides food to needy families once per month throughout the school year.
- ACSSSD also participates in the Let Us Eat, Please summer feeding program sponsored by the Cooper, Levinson Law Firm and the Community Food Bank of New Jersey. Through this program families can pick up non perishable food and fresh produce every two weeks during July and August.

Recess/Physical Education

- Physical education will take place in each individual room.
 - Health will be the primary focus in the first trimester
- Playground Equipment
 - Closed until further notice
- Outside Toys
 - Classrooms with mandated recess will have a labeled mesh bag for their toys.
 - The mesh bag will be left out so it can be “bio blasted” at end of day

Field Trips, Extracurricular Activities and Use of Facilities Outside of School Hours

- Field trips
 - In person field trips are canceled until further notice
 - Virtual field trips are encouraged
- Extracurricular Activities
 - No extra curricular activities at this time
- Use of Facilities
 - Coordinated through the Superintendent's Office
 - Organizations utilizing facilities will be required to comply with district safety protocols

Social Emotional Learning (SEL) and School Climate and Culture

- Acenda Health will provide an anxiety/wellness seminar to staff during the opening staff development workshop days.
- Acenda Health counselors, ACSSSD Social Workers, and ACSSSD School Psychologist will provide support to students who are exhibiting post traumatic stress as a result of the school closures and COVID 19.
- Staff will provide parents referrals to community mental health providers for those students do not respond to school-based support.
- Staff will be encouraged to report to their supervisor any feelings of anxiety or post traumatic stress as a result of the school closure and COVID 19.

Transitional Living Skills Program

- Work based learning programs will be continued with social distancing and/or contactless delivery modifications. Programs where these modifications are not possible will be suspended temporarily
- SLE programs will be suspended until students can safely return to community placements. SLE students will participate in full-time classroom instruction to focus on employment soft skills, career planning, resume writing, interview skills, completing job applications, financial literacy, housing options, recreation options, social-emotional skills, safety, virtual job site tours, and job-specific skill development.

Technology Needs of Students

- Families of students have been surveyed to identify technology and/or connectivity needs
- All students in grades 3 and up have have been issued a chromebook
- Tablets have been ordered for students in pre - K to 2nd grade
- Families have been given information regarding the Comcast Essentials program

Questions

If you have any questions related to the opening of ACSSSD or you would like to discuss your child's individual needs, please contact any of the following staff members at 609-625-5796 or via email.

Dr. Kerri McGinley, Assistant Superintendent, kmcginley@acsssd.net

Tad Derenberger, High School Principal, tderenberger@acsssd.net

Brian Kern, Elementary/Middle School Principal, bkern@acsssd.net

Jen Cruickshank, CST & Related Service Supervisor, jcruickshank@acsssd.net

Anne Finley, Transition/Vocation Supervisor, afinley@acsssd.net