

**WEST CAPE MAY SCHOOL DISTRICT**  
**301 Moore Street**  
**West Cape May, NJ 08204**



# **RESTART & RECOVERY PLAN**

*IN RESPONSE TO COVID-19*

*2020-2021*

## INTRODUCTION

To safely reopen the school district and to ensure consistency with respect to the health and safety of our school community, West Cape May School District has developed, in collaboration with stakeholders, a *Restart and Recovery Plan* for the 2020-2021 school year. The plan was developed under the guidance of [NJDOE Road to Recovery Plan](#), the [Centers for Disease Control and Prevention](#) and the [Cape May County Department of Health](#). The West Cape May School District's *Restart and Recovery Plan* may be revised throughout the school year per the guidance of federal, state and local recommendations.

## GUIDING PRINCIPLES

The WCME *Restart and Recovery Plan* includes four key subject areas, ten critical areas of operation, and support services. These guiding principles include health and learning guidelines for the safety of our students and staff as well as social and emotional support for our students, staff and families.

### Four Key Subject Areas:

1. Conditions for Learning
2. Leadership and Planning
3. Policy and Funding
4. Continuity of Learning.

### Ten Critical Areas of Operation:

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

### Support Services:

1. Social Emotional Learning
2. Multi-Tiered Systems of Support (MTSS)
3. Wraparound Supports
4. Food Service and Distribution
5. Child Care

**KEY SUBJECT AREA: CONDITIONS FOR LEARNING**

Per the [NJ DOE Road to Recovery](#), *“Conditions for learning must not only address students’ and educators’ basic physical safety needs, but also the social and emotional and environmental factors that can impact educators’ capacity to teach and students’ capacity to learn. At a minimum, school districts must adopt a policy for screening students and employees for symptoms of COVID-19 and history of exposure and must strive for social distancing within the classroom and on school buses. If schools are not able to maintain this physical distance, additional modifications should be in place, including physical barriers between desks and turning desks to face the same direction. Each school district must also adopt cleaning and disinfecting procedures.”*

**CRITICAL AREA OF OPERATION 1:** General Health and Safety Guidelines

**CRITICAL AREA OF OPERATION 2:** Classrooms, Testing and Therapy Rooms

**CRITICAL AREA OF OPERATION 3:** Transportation

**CRITICAL AREA OF OPERATION 4:** Student Flow, Entry, Exit and Common Areas

**CRITICAL AREA OF OPERATION 5:** Screening, PPE, and Response to Students and Staff Presenting Symptoms

**CRITICAL AREA OF OPERATION 6:**Contract Tracing

**CRITICAL AREA OF OPERATION 7:**Facilities Cleaning Practices

**CRITICAL AREA OF OPERATION 8:**Meals

**CRITICAL AREA OF OPERATION 9:** Recess/Physical Education

**CRITICAL AREA OF OPERATION 10:** Extracurricular Activities and Use of Facilities Outside of School Hours

# Conditions for Learning

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

<p>Critical Area</p>	<p><b>District Actions:</b> In all stages and phases of the pandemic response and recovery, West Cape May School District will comply with the guidance from the <a href="#">Centers for Disease Control and Prevention</a>, state and local guidelines.</p>
<p><b><u>General Health and Safety Guidelines</u></b></p> <p><i>In all stages and phases of pandemic response and recovery, schools must comply with Center for Disease Control (CDC), state, and local guidelines. Schools must also provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings.</i></p>	<p><b>ESTABLISHING and MAINTAINING COMMUNICATION with the <a href="#">Cape May County Department of Health</a></b></p> <p>The Superintendent will be responsible for communicating to and disseminating information from the Cape May County Department of Health. The Superintendent will disseminate information in accordance to the district’s chain of command and/or through mass broadcast communications via Blackboard Communication platform as needed.</p> <p>The school nurse is also identified as a primary contact for the district regarding communication with the <a href="#">Cape May County Department of Health</a>.</p> <p><b>REASONABLE ACCOMMODATIONS FOR STAFF AND STUDENTS AT HIGHER RISK FOR ILLNESS</b></p> <p>Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including older adults (65 years and older) and individuals with disabilities or serious underlying medical conditions which may include: Chronic lung disease or asthma (moderate to severe); serious heart conditions; Immunocompromised, Diabetes, chronic kidney disease undergoing dialysis, liver disease.</p> <p>Student Specific Accommodations: In addition to the above, medically fragile students with Individualized Education Programs (IEPs), students with complex disabilities with IEPs; or students who require accommodations under a plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).</p> <p>Recommendations for accommodations will be made according to individual needs. School officials will</p>

	<p>ensure staff and students who are at higher risk for severe illness are protected and supported, such as providing options for telework and virtual learning.</p> <p><b>PROTOCOLS TO REDUCE THE SPREAD OF COVID-19</b></p> <p>The Board promotes behaviors that reduce the spread of COVID-19 such as:</p> <ul style="list-style-type: none"> <li>● Educate staff and families about when they/their child(ren) should stay home and when they can return to school.             <ul style="list-style-type: none"> <li>○ Manage Covid-19 Symptoms at Home: <a href="#">English</a> and <a href="#">Spanish</a></li> </ul> </li> <li>● Implementing social distancing standards in classrooms and common areas; <a href="#">Keep a Safe Distance</a></li> <li>● Increase opportunities for hand washing during the school day <a href="#">Handwashing Poster</a>, <a href="#">Handwashing Poster-Spanish</a></li> <li>● Placing hand sanitizing stations throughout the school building with ingredients of at least 60% alcohol</li> <li>● Providing face coverings for staff and students, mandatory face coverings for visitors</li> <li>● Displaying signs and messages in and around the school building that promote reducing the spread of COVID-19 in English and Spanish. <a href="#">Family Handwashing</a>, <a href="#">Family Handwashing Spanish</a>, <a href="#">How to Safely Wear and Remove Face Covering- English</a>, <a href="#">How to Safely Wear and Remove Cloth Face Covering- Spanish</a></li> </ul>
<p><b><u>Classrooms, Testing and Therapy Rooms</u></b>  <i>Schools and districts must allow for social distancing to the maximum extent possible. When social distancing is difficult or impossible, face coverings are required, and face coverings are always required for visitors and staff unless it will inhibit the individual's health. School districts must also minimize use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash hands frequently.</i></p>	<p><b>SOCIAL DISTANCING- STUDENTS AND STAFF</b></p> <ul style="list-style-type: none"> <li>● Maximum Occupancy- All instructional and non-instructional rooms have been measured for maximum capacity per the 6' social distancing requirements and per the public health guidelines</li> <li>● Signage regarding social distancing will be highly visible throughout the school building including hallways, bathrooms, classrooms, vestibule and gymnasium</li> <li>● Student desks, workspaces, and eating spaces separated by 6' when possible</li> <li>● Physical barriers will be provided when social distancing is not possible, turning desks to face the same direction (rather than facing each other), and/or having students sit on only one side of the table, spaced apart.</li> <li>● No external visitors will be allowed to enter the building until further notice excluding contractors, vendors and food supply. All parents/guardians must sign-in at the main office and will be managed accordingly to minimize interaction with students and staff within the building.</li> </ul>

- Assemblies and large group meetings or gatherings will be limited to areas with appropriate space and/or held virtually
- Employees must maintain at least six feet of social distance at all times.
- Employee gatherings must be limited and follow the 6' guidelines
- Employees are required to follow all signage or instructions regarding the use of common spaces, hallways, or pathways through the building. In the absence of signage, stay to the right of any hallway or stairs while others are passing.
- The number of people permitted in a restroom will be determined by the size of space and layout of restroom partitions to ensure at least six feet distance between individuals.

**FACE COVERINGS- STUDENTS, STAFF AND VISITORS**

- WCMSD will provide face shields to all staff and students
- Students and staff may wear personal, clean, well-maintained masks appropriate for the school environment
- Students must wear a face covering at all times in hallways, classrooms, public spaces and other common areas
- Replacement face shields will be available for students and staff

**Students may remove face shields when:**

- Eating or drinking if seated six feet away from others.
- Seated at desks or assigned work spaces at least 6 feet apart
- Engaged in any activity for which maintaining at least 6 feet apart is assured (recess, outdoor, P.E.etc.)
- When shields are removed, they must be placed in their desk or on the lap. Shields should not be placed on tabletops or other communal surfaces.
- Students will be instructed when they may take “shield breaks” and remove their shield, such as during mealtimes, and when outdoors and more than six feet apart from other people.

**Accommodations for Students Who Are Unable to Wear a Shields Due to Medical Conditions or Other Reasons**

Enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

**MINIMIZE USE OF SHARED OBJECTS**

Staff and students will be encouraged to avoid sharing materials and belongings as much as possible. Students will receive individual containers with classroom supplies and/or have individual cubby areas to store and retrieve all school materials. No objects and/or school materials will be stored in student desks.

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched objects.

The district has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The custodial team will clean all workspaces and student surface areas at their designated cleaning times.

**ADEQUATE VENTILATION**

Dilution and filtration of air are the key fundamental focus measures for enhanced COVID-19 spread prevention. All indoor facilities will have adequate ventilation, including operational heating and ventilation systems where appropriate. Recirculated air must have a fresh air component, windows will be opened, if practical, and filters for A/C units must be maintained and changed according to manufacturer recommendations.

*Ventilation Measures to Increase Indoor Air Ventilation:*

- Outside air dampers will be adjusted to introduce more fresh air to blend with return air
- Enable outside economizer mode on systems where possible to bring in more fresh air.
- Maintain proper building pressurization.
- Maintain proper toilet exhaust.
- Ensure proper function and security of windows
- Improve central air and other HVAC filtration to the highest level achievable, when feasible.
- HVAC systems will be monitored throughout the day to ensure proper ventilation.
- IAQ Logbook will be available for inspection..

**HAND WASHING AND SANITIZING STATIONS**

Practicing specific hygiene measures will contribute to reducing the spread of COVID-19. All students and employees should follow these hygiene measures to help reduce the risk of transmission:

**WCMSD will provide alcohol based hand sanitizer stations throughout the school building:**

- Entrances/exits
- Common Areas: classrooms, lunch room, bathroom facilities
- Wash hands frequently--using soap and water-- for at least 20 seconds, particularly after coming into contact with high-touch surfaces, such as doorknobs, handrails, and commonly used equipment, before and after touching their masks, and when using the restroom.
- Use an alcohol-based hand sanitizer with at least 60% alcohol if hand washing is not feasible.

	<ul style="list-style-type: none"> <li>● Cough/sneeze into sleeves, preferably into the elbow. When using a tissue, discard it properly and clean/sanitize hands immediately.</li> <li>● Avoid touching the face, particularly eyes, nose, and mouth because these are the entry points for the virus.</li> <li>● Avoid using other employees’ cell phones, desks, offices, or other work tools and equipment.</li> <li>● Increase opportunities for hand washing during the school day <a href="#">Handwashing Poster</a>, <a href="#">Handwashing Poster-Spanish</a></li> <li>● Soap and paper towels will be readily available</li> <li>● Maintenance staff will engage in checks of stock and supplies throughout the day in order to maintain appropriate levels of soap, hand sanitizer and paper towels</li> </ul>
<p><b><u>Transportation</u></b></p> <p><i>School districts should maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students. If maintaining social distancing is not possible, all students who are able must wear face coverings while on busses.</i></p>	<p>WCMSD is a non-bussing school district.          Out of District Transportation will be the responsibility of the receiving district.          Transportation to CMCSDD will be contracted and contractors will be monitored to ensure guidance as followed.</p>
<p><b><u>Student Flow, Entry, Exit, Common Areas</u></b></p> <p><i>School district reopening plans should establish the process and location for student and staff health screenings. This should include providing physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart. When it is not possible to</i></p>	<p><b>EMPLOYING SCREENING AND PROTOCOLS</b></p> <p>To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and staff, district employees are required to complete daily multi-step self-screenings protocols including temperature checks and questionnaire related to the <a href="#">Center for Disease Control and Prevention Coronavirus Symptoms</a>:</p>



*maintain physical distancing, schools must require the use of face coverings.*

**PROCESS AND LOCATION FOR STUDENT AND STAFF HEALTH SCREENINGS:**

Before entering the district, staff must attest to the District that they are symptom-free and have not had close physical contact with someone who has tested positive for COVID-19 in the previous 14 days (even if you or they have few or no symptoms) through an easy-to-use digital form.

**Staff Health Screening Protocols:**

- All staff members will enter the building through the main doors
- Physical guides such as tape on floors/sidewalks and signs on walls will help ensure staff remain at least 6’ apart
- Face coverings must be worn when physical distancing is not possible
- The nurse will conduct all staff health screenings
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Individuals who answer “yes” to any of the questions on the electronic or paper screening form will not be allowed in the building that day and should return home.
- The school nurse will follow up by phone to assess and discuss next steps. Depending on the responses and your ability to effectively work from home in your role, outcomes may vary.
- The principal shall develop school entry procedures that includes:
  - Staff assigned to do the screening;
  - Designated entrances that will be used to admit students;
  - The assignment of classes and grades to designated entrances and/or designated entrance times

**Students’ Health Screening Protocols:**

- Prior to entering the building all students will be screened by designated staff members
- Staff must visually check students for symptoms upon arrival which include temperature checks and short questionnaire
- Screening procedures shall take into account students with disabilities and accommodations that may be needed in the screening process for those students
- Staff members will be trained to identify symptoms of COVID-19 such as students with 100.4 °F or greater, new onset of cough, *or* shortness of breath unrelated to a pre-existing condition, sore throat, chills, headache, muscle pain, loss of taste or smell, and close contact with a person diagnosed with COVID-19.

	<ul style="list-style-type: none"> <li>At the start of the school year, parents/guardians will be required to sign the COVID-19 School Health &amp; Safety Agreement that describes their commitment to keeping their children home when sick and to seeking appropriate medical care. All parents/guardians will be required to conduct a daily Pre-Arrival Screening of their children at home, before their children leave for school, which involves taking temperatures daily and monitoring for the symptoms. If a child is symptomatic, the parent must keep the student at home and contact the school nurse for further instructions.</li> </ul> <p><b>Student Flow Entry/Exit and Inside Building</b></p> <ul style="list-style-type: none"> <li>Students will enter through the main entrance at the start of the school day after health screening.</li> <li>Students will enter with face coverings and observe social distancing protocols</li> <li>Students will exit through their classroom external doors while observing the socially distancing requirements</li> <li>Parents will remain in cars with children until the start of the school day</li> <li>Parents will follow all social distancing guidelines</li> <li>Hallway walking patterns will be designated with arrows and follow the social distancing protocols-Stay on right side of hallway</li> <li>Student travel inside the building will be minimized with push in specials and services as much as possible</li> <li>Classroom exit doors will be utilized for outdoor instruction and exit/entry into building</li> </ul>
<p><b><u>Screening, PPE, and Response to Students and Staff Presenting Symptoms</u></b></p> <p><i>School districts must adopt a policy for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. If a school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify</i></p>	<p><b>WCMSD Policy 5141.3- Health Examinations and Immunizations (Pending BOE Approved June 30, 2020)</b></p> <p>Policy 5141.3 has been revised to include measures to safely and respectfully screen students and staff for symptoms of and history of exposure to COVID-19. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations</p> <p><b>Procedures for Students and Staff with Symptoms Related to COVID-19</b></p> <ul style="list-style-type: none"> <li>WCMSD established an isolation space for students and staff with symptoms related to COVID-19</li> </ul>

*local health officials, staff, and families of a confirmed case while maintaining confidentiality.*

- Students and staff with symptoms related to COVID-19 shall be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care by the school nurse until picked up by an authorized adult;
- Staff must provide continuous monitoring of symptoms
- Teacher will inform school nurse by telephone prior to sending the child to the Health Room
- Student will be escorted by an adult (no student escorts) to the Health Room
- Nurse will perform appropriate assessment and documentation
- Nurse will notify parent/guardian to pick up student
- Student will be escorted to designated entrance to meet parent/guardian
- Parents/guardians will be given instructions to contact their medical provider
- Nurse will follow up with family and document interaction
- If an employee develops the identified COVID-19 symptoms while at work they will be sent home immediately

**Protocols for Positive COVID-19:**

Students and employees will be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

1. A fever of 100° F or greater;
2. Cough;
3. Shortness of breath or difficulty breathing;
4. Chills;
5. Repeated shaking with chills;
6. Muscle pain;
7. Headache;
8. Sore throat;
9. New loss of taste or smell;
10. Fatigue;
11. Congestion or runny nose;
12. Nausea or vomiting;

13. Diarrhea.

Readmittance to school shall be consistent with [Department of Health guidance and information for schools](#) and Department of Health/Communicable Disease Service’s [Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19](#);

- All employees will be required to affirm they are symptom-free and have not had recent exposure to someone with COVID-19 by completing a Pre-Entry Screening Form . Employees are required to report if they test positive for COVID-19, if they develop symptoms consistent therewith, or if they are self-isolating due to suspected or known exposure to COVID-19
- The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school.

**Confirmed COVID-19 Notification to Cape May County Department of Health, Staff and Families**

- The [current Communicable Disease Service](#) guidance for illness reporting shall be followed; If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality;
- Results must be documented when signs/symptoms of COVID-19 are observed;
- Contact tracing shall be initiated as per Department of Health guidelines

**RETURN TO WORK GUIDELINES**

When tested and determined to be **COVID-19 positive**, the employee will remain home until all of the following are true:

- At least 10 days since the onset of symptoms AND
- At least 3 days free of fever without the use of fever reducing medication AND

- Improvement in respiratory symptoms (e.g. cough, shortness of breath)
- The district requires the certification of a physician that the staff member is contagion free before returning to work

When tested and determined to be **COVID-19 negative**, the employee will return to work, unless the employee has other medical issues that require staying at home.

**Personal Protective Equipment (PPE)**

The school nurse will provide training on hygiene protocols for staff. The training will be provided during 2020-2021 staff orientation.

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Face coverings are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Staff and parents are encouraged to supply a clean face covering to wear daily. All teachers, administrators, staff and visitors/vendors will be required to wear a protective face covering that covers the nose and mouth while in school.

The school district will provide face shields to all staff and students to which will be wiped down and disinfected daily. If a parent or staff member chooses to wear a mask under the face shield, they must personally supply multiple masks to get through the school day.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Hand Sanitizer has some affectability against COVID19 and other communicable diseases, however, both staff and students should prioritize washing their hands with soap and water.

	<ul style="list-style-type: none"> <li>● Avoid touching your eyes, nose, and mouth</li> <li>● Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow</li> </ul>
<p><b><u>Contact Tracing</u></b>  <i>Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of local health departments. All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, should be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. School districts should collaborate with the local health department and engage their school nurses to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.</i></p>	<p><b>Contract Tracing Policy and Procedures- Illness 5141.2</b>                  All procedures for contract tracing will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.</p> <ul style="list-style-type: none"> <li>● The school nurse will follow the protocols established by the Department of Health</li> <li>● A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.</li> <li>● When the individual exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area.</li> <li>● The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptoms of COVID 19 may be encouraged to get a COVID 19 test.</li> <li>● The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school.</li> <li>● The nurse shall report all students testing positive for COVID 19 to the health department. The health department shall conduct the contact tracing.</li> <li>● The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.</li> </ul>
<p><b><u>Facilities Cleaning Practices</u></b>  <i>School districts must continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health</i></p>	<p>The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.</p>

*department as they arise. School districts must also develop a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between use as much as possible.*

**Daily Enhanced Cleaning Standard Operating Procedures (SOPs):**

- Increased disinfection of high touch surfaces in all buildings shall occur throughout the day, including desks, doors/knobs, light switches, handrails, water fountains, bathroom fixtures, tables, chairs, etc. Custodial crew shall use an EPA registered cleaning agent, allow proper dwell time, and wipe clean as possible.
- Custodial crew will mop all floor surfaces using EPA registered general floor cleaning agent.
- The custodial department will supply EPA registered disinfectant for the cleaning of tables or desks following breakfast and lunch periods.
- At the end of each operational day, after students and other staff have left the building, the custodial crew or designee will fog/spray with EPA registered disinfectants in all classrooms, bathrooms, office spaces, hallways, , and vestibules.

**Specialized/Responsive Cleaning SOPs:**

When a situation arises during the day that involves a person being suspected of having the COVID-19 virus (whether due to presentation with one or more symptoms, and/or receipt of a positive test result for anyone symptomatic or asymptomatic), the following steps shall be taken:

- Close off areas visited by the ill persons. If the area does not have a door, rope off the area to restrict access. Open outside doors and windows to increase air circulation in the area.
- The ill person shall be contained in an isolation area until they can be exited from the building.
- Cleaning staff should clean and disinfect all areas and items used by affected persons with EPA-registered disinfectants approved for disinfecting for COVID-19. Areas and items include, but are not limited to, classrooms, offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and copy machines), focusing especially on frequently touched surfaces.
- When responsive cleaning occurs, the custodial staff shall ensure that a cleaning checklist is completed and filed at the end of the cleaning shift.
- In accordance with and subject to change based on CDC guidelines, if it has been more than seven (7) days since a person with showing symptoms visited the building, additional cleaning and disinfection is not considered necessary. However, the School District will conduct responsive

	<p>cleaning following exposure to an individual who tests COVID-19 positive or after an extended building closure.</p> <p><b>High Touch Cleaning - Personal Area/Work Area</b></p> <ul style="list-style-type: none"> <li>● All employees will be required to disinfect high touch points in and around their work/personal space throughout the day and prior to leaving at the end of each day.</li> <li>● These high touch points should be wiped down using a supplied EPA registered disinfectant/antiviral wipe or towel and EPA registered disinfectant/antiviral cleanant.</li> <li>● Staff who rotate to more than one location during the day should disinfect their work/personal space at the end of their time using the area.</li> <li>● High touch points are defined as areas in the employee’s or student’s work space that are frequently touched. These items include, but are not limited to: desk, worktop surface, computer, including keys and mouse, telephone and chair arms.</li> <li>● Signage will be posted throughout the building identifying high touch areas</li> <li>● Cleaning/sanitizing checklist will be completed by the Custodial Staff responsible for the cleaning.</li> <li>● Before students and staff return to school buildings, mounted hand sanitizer dispensers with at least 60% alcohol based sanitizer will be placed at all the following locations:             <ul style="list-style-type: none"> <li>○ entrances/exits</li> <li>○ entryways of cafeterias</li> <li>○ entryways of bathrooms</li> <li>○ both ends of hallways</li> <li>○ inside of Health Suites</li> </ul> </li> <li>● Mounted hand sanitizing stations shall be maintained and functional at all times.</li> <li>● Custodial crew will ensure that all handwashing sinks are operational and have clean running water, soap and paper towels at all times.</li> <li>● <a href="#">Daily Cleaning &amp; Disinfecting Schedule</a></li> </ul>
<p><u>Meals/Food Service</u></p>	<p><b>Cafeteria Use and Social Distancing</b></p>



*If cafeterias or other group dining areas are in use, school districts must stagger eating times to allow for social distancing and disinfecting of the area between groups. Additionally, districts must discontinue family-style, self-service, and buffet-style dining and maintain social distancing. Cafeteria staff must wash their hands immediately after removing gloves and after directly handling used food service items.*

- WCMUSD will utilize the following areas for breakfast/ lunch:
  - Breakfast will be pre-packaged and available to all students (free, reduced and paid)
  - Students will eat in classrooms while observing social distancing protocols
  - Lunch orders will be pre-packaged
  - Grade levels not scheduled to eat in the cafeteria will remain in their classrooms
  - Cafeteria staff and lunchroom supervisors must wash their hands immediately after removing gloves and after directly handling used food service items.
  - Students may bring their own meals under the following condition that there is not a food item that has an allergen (i.e. tree nuts, peanuts, etc.) to which a fellow student in their grade level has an identified allergy.

**Food Delivery and Handling of Food**

ALL cafeteria and kitchen are closed until further notice, excluding food service staff.

**Disinfecting Areas**

**Refrigeration**

- Throughout the day handles and door must be cleaned with an approved multi-surface cleaner

**Freezer**

- Throughout the day handles and door must be cleaned with an approved multi-surface cleaner

**Ovens**

- Throughout the day stove top, handles and door must be cleaned with an approved multi-surface cleaner

**Utensils and Carts**

- Clean & sanitize before and after each use

**Trash cans and lids**

- Clean and sanitize daily

**Lunch tables**

- Clean / scrub tables with hot soapy water after use

**Floors/ walls/ doors**

- Per cleaning schedule, sweep and mop floors daily
- Store wet floor signs in secure area

**Wringer buckets / buckets / mops / brooms/ dustpan**

	<ul style="list-style-type: none"> <li>● Clean buckets daily</li> <li>● Replace old mop head as needed</li> <li>● Store all in secure area</li> </ul> <p><b><u>Classroom Desks and Chairs</u></b></p> <ul style="list-style-type: none"> <li>● Classroom desks and chairs will be sanitized before and after eating breakfast and lunch</li> <li>● Classroom desks and chairs will be sanitized throughout the day with an approved multi-surface cleaner</li> </ul> <p><b><u>Drinking Fountains</u></b></p> <ul style="list-style-type: none"> <li>● Students and staff are encouraged to bring personal water bottles</li> <li>● Students and staff will use the water bottle hands free water refill station</li> <li>● All other fountains throughout the school will be closed</li> </ul>
<p><b><u>Recess/Physical Education</u></b></p> <p><i>School districts must complete an inventory of outdoor spaces and mark off areas to ensure separation between students. Recess must be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses. School districts should also consider closing locker rooms and encouraging students to wear comfortable clothing and safe footwear to school so they can participate in physical education classes without needing to change.</i></p>	<p><b><u>Outdoor Space Inventory and Designated Areas</u></b></p> <p>Zone A: Primary Playground          Zone B: Blacktop          Zone C: Elementary Playground          Zone D: Open Space-Field</p> <p>All areas will be marked in accordance with the social distancing protocols using cones, flags, tape and/or signs</p> <p><b><u>Recess</u></b></p> <ul style="list-style-type: none"> <li>● Recess will be staggered and students will be given designated play areas that are marked with social distancing requirements.</li> <li>● No contact sports or games</li> <li>● Students and staff will wash hands immediately after outdoor playtime</li> <li>● Until further notice, playground equipment is closed</li> </ul> <p><b><u>Physical Education</u></b></p> <ul style="list-style-type: none"> <li>● All students must be appropriately spaced in accordance with applicable guidance on social distancing in schools.</li> <li>● Physical education activities should eliminate or limit direct contact with equipment by providing individual supplies or activities without equipment</li> <li>● If equipment must be shared it will be cleaned and sanitized between each use</li> </ul>

	<ul style="list-style-type: none"> <li>● Students should arrive at school in clothing appropriate for participation in PE</li> <li>● PE class shall resume, even if students are attending school in a hybrid model</li> <li>● Staff will identify areas to accommodate appropriate distancing</li> <li>● No handshakes, fist-bumps, high fives, etc.</li> <li>● <a href="#">Keep Young Athletes Safe</a></li> <li>● <a href="#">Sports Banner</a></li> </ul> <p><b>Locker Rooms- N/A</b></p>
<p><b><u>Field Trips, Extra-Curricular Activities, Use of Facilities by Outside Groups outside of School Hours</u></b></p> <p><i>All extracurricular activities must comply with applicable social distancing requirements and hygiene protocol. External community organizations that use school facilities must follow district guidance on health and safety protocols.</i></p>	<p><b>Field Trips and Large Gatherings</b></p> <ul style="list-style-type: none"> <li>● Travel field trips are cancelled until further notice</li> <li>● Cleaning and disinfecting schedules may not allow for in-person gatherings outside school hours, excluding after care</li> </ul> <p><b>Extra-Curricular Activities-After School Clubs</b></p> <ul style="list-style-type: none"> <li>● After School Clubs are suspended until further notice</li> <li>● Upon resuming, after school clubs will be BOE approved and follow all social distancing protocols</li> </ul> <p><b>Use of Facilities by Outside Groups is suspended until further notices</b></p>
<p><b>ACADEMIC, SOCIAL, and BEHAVIORAL SUPPORTS</b>  <b><u>Social Emotional Learning (SEL) and School Climate and Culture</u></b></p>	
<p><b><u>EDUCATORS</u></b></p> <p><i>It is important that leaders thoughtfully plan for how to best support the well-being of educators. As educators' social-emotional state improves, they will better be able to support</i></p>	<p><b>Educator Well-Being Reopen Plan</b></p> <ul style="list-style-type: none"> <li>● A Wellness Team has been established to foster staff and student health and wellness. Team will include a school nurse and school counselor.</li> <li>● We will encourage and assist staff to process their experiences coping with the pandemic and to</li> </ul>

<p><i>the social-emotional well-being and learning needs of their students. Districts must account for the well-being of their educators and staff as they develop their reopening plans.</i></p>	<p>prioritize their own wellness. School counselor will be available for staff support. Community resources and health/mental health support information will be provided to staff.  <a href="https://docs.google.com/document/d/e/2PACX-1vQlvyKXBlhGRJTQBhYx9oU84jILTcBt4p1rCekursJav0WDsl1SneWNR9njZtSQc0JbZhZHWDmdJ-7k/pub">https://docs.google.com/document/d/e/2PACX-1vQlvyKXBlhGRJTQBhYx9oU84jILTcBt4p1rCekursJav0WDsl1SneWNR9njZtSQc0JbZhZHWDmdJ-7k/pub</a></p>
<p><b>Trauma-Informed SEL</b>  <i>Districts must organize and prepare for the next school year acknowledging the potential trauma that staff and students have faced during the COVID-19 school closures. The full impact of the pandemic and the collateral consequences from isolation, fear, and economic hardship have yet to be fully realized. In addition, students and staff returning for the 2020-2021 school year will be faced with new and intimidating routines and circumstances. We must address these challenges head-on to ensure that social and emotional learning are infused into everyday school life.</i></p>	<ul style="list-style-type: none"> <li>● Social emotional learning, the ability of children and adults to understand and manage emotions, set goals, show empathy for others, establish positive relationships, and make responsible decisions will be integrated into teaching practices using CASEL’s Framework for Systemic SEL.  <a href="https://casel.org/what-is-sel/">https://casel.org/what-is-sel/</a></li> <li>● School counselor will provide staff professional development in trauma informed classroom practices.</li> <li>● <a href="http://revelationsineducation.com/">http://revelationsineducation.com/</a>,  <a href="https://resilienteducator.com/collections/trauma-informed-school-practices/">https://resilienteducator.com/collections/trauma-informed-school-practices/</a></li> <li>● Morning meetings/community circles in classrooms to foster positive connections and relationships with peers and staff.</li> <li>● Mindfulness practices using daily focused attention/breathing exercises in the classroom.  <a href="https://streams.thisisreboot.com/">https://streams.thisisreboot.com/</a></li> <li>● School counselor will provide classroom lessons focusing on coping skills, mindfulness, breathing exercises, problem solving, and self regulation.</li> <li>● School counselor will work with students individually and/or in small groups to promote social emotional learning.</li> </ul>
<p><b>School Culture and Climate</b>  <i>Creating a positive school climate and culture will address the issues raised by the COVID-19 pandemic and improve the conditions for learning for all students in any of the in-person, hybrid, or virtual instructional models. To optimize the learning process, students and staff need to feel cared for, reengaged, and acclimated to the school community, so schools can deliver instruction most effectively.</i></p>	<ul style="list-style-type: none"> <li>● We will prioritize creating a warm, safe environment for students, families, and staff with a focus on reconnecting, relationships, and self care.</li> <li>● School counselor will collaborate with school staff to identify and provide needed support for students. School counselor will work with students individually and/or in small groups to address any well-being needs.</li> <li>● Safety procedures will be communicated in a child friendly/developmentally appropriate manner to ensure students feel safe and welcome.</li> <li>● “Better Together” school mentoring program will continue. Every student has a mentor, a staff</li> </ul>

	<p>member who in addition to their classroom teacher, builds a relationship with and advocates for the student.</p>
<p><b><u>Utilizing the Strengths of Staff</u></b>  <i>While educators are facing a “new normal” as they work to support the academic, social emotional, and health needs of students, many of the strategies that should be applied to address these challenges are not new. Schools should recognize and empower the strengths of educators and staff and their significant role in the context of SEL.</i></p>	<p>School Resiliency Team                  Child Study Team                  Wellness Team                  I&amp;RS                  Teams will share knowledge and skills by sharing materials &amp; training, and consultations with staff to better educate and support staff and students.</p>
<p><b>Multi-Tiered System of Supports (MTSS) (RTI)</b> <i>MTSS is a framework that schools can use this fall to select and implement social and emotional, academic, behavioral, and wraparound supports and interventions necessary to maximize the conditions for learning at the school, classroom and individual student level. MTSS is the most recent iteration of Response to Intervention (RTI), and recognized as a systematic approach to prevention, intervention and enrichment in grades PK-12 for academics and behavior (NJTSS Guidelines, RTI Network, Pyramid Model).</i></p>	
	<p>At West Cape May Elementary the Intervention and Referral Services (I&amp;RS) Team will take the lead on helping direct students and teachers towards student success.</p> <p><b><u>Intervention and Referral Services</u></b>                  The Intervention and Referral Team designs and monitors the implementation of strategies for educating non-classified students. Assistance is requested primarily due to difficulties that these students are experiencing in their classes. The Committee coordinates and/or delivers intervention and referral services for these children, drawing from the information provided by the classroom teacher, parents and expertise of the members of the team.</p> <p><b><u>Committee Focus</u></b>                  The I&amp;RS Team is a school-based problem-solving group, providing support and guidance to classroom teachers, planning and providing for appropriate interventions for referred pupils and communicating with parents in the development and implementation of a Student Action Plan. I&amp;RS Team also attempts to monitor the larger academic and social climate of the school by discussing issues of</p>

attendance, health and social problems, marking period reports, student promotion and/or retention and other relevant concerns of staff and parents. Members of the I&RS Team function collaboratively, capitalizing on the strengths of the team. I&RS Team has been developed to assist non-handicapped pupils who have difficulty achieving success in regular education.

1. Universal Screening

The Intervention and Referral Team designs and monitors the implementation of strategies for educating non-classified students. Assistance is requested primarily due to difficulties that these students are experiencing in their classes. The Committee coordinates and/or delivers intervention and referral services for these children, drawing from the information provided by the classroom teacher, parents and expertise of the members of the team.

2. Collaborative Problem-Solving Teams

The I&RS Team is a school-based problem-solving group, providing support and guidance to classroom teachers, planning and providing for appropriate interventions for referred pupils and communicating with parents in the development and implementation of a Student Action Plan. Members of the I&RS Team function collaboratively, capitalizing on the strengths of the team. I&RS Team has been developed to assist non-handicapped pupils who have difficulty achieving success in regular education.

3. Family Engagement

I&RS Team also attempts to monitor the larger academic and social climate of the school by discussing issues of attendance, health and social problems, marking period reports, student promotion and/or retention and other relevant concerns of staff and parents.

4. Data-based Decision Making

It is important to note prior to referral to the I&RS:

1. Track how frequently, and in what circumstances, the problem is occurring.

2. Provide opportunities for the student to learn the material in a different setting, to discern the student's changes in attitude or response.
3. Bring the problem to the attention of the Guidance Office and/or Child Study Team.
4. Have a personal or telephone conference with the parent(s) and guidance counselor, at least once, to describe the problem and define your concerns. Alert the parent to the need for an IRST request for assistance.

The I&RS Team exists to propose strategies for implementation by the classroom teacher and support staff. Responsibility for follow-up will be assigned to the case coordinator on the I&RS Team committee, and to the classroom teacher. It is important that interventions be documented and reviewed after 4 weeks. Teachers need to maintain communication with the student's case coordinator on I&RS Team regarding the impact of interventions on the child's learning and behavior.

**WRAPAROUND SUPPORTS**

*Wraparound services differ from traditional school-based services in their comprehensive approach to addressing the academic, behavioral and social-emotional needs of students with interventions both inside and outside of the school environment. A well-trained collaborative team is typically responsible for determining student and family needs, coordinating services, and providing additional resources to the students and families.*

	<ul style="list-style-type: none"> <li>● Community mental health resources to include emergency crisis screening for adults and children, case management, and outpatient counseling. <a href="https://docs.google.com/document/d/e/2PACX-1vQsLmnp2-HS0cTtuNUn3UZJAFcCq9agaraxmDEEtYYbF7O4KkbgjUsyJauLtCTa2APu5fAGDjshzC7t/pub">https://docs.google.com/document/d/e/2PACX-1vQsLmnp2-HS0cTtuNUn3UZJAFcCq9agaraxmDEEtYYbF7O4KkbgjUsyJauLtCTa2APu5fAGDjshzC7t/pub</a>,</li> <li>● Family engagement: Virtual Back to School Night, School Website for communication and resources, school facebook page</li> <li>● Cape May County Health Department: (609)465-1187</li> <li>● Volunteers in Medicine of Cape May County: (609)463-2846, Free health care clinic for Cape May County.</li> <li>● Shore Family Success Center: (609)778-6226, Rio Grande, NJ. Community based, family centered gathering place. Provides family support, interactive workshops for families and children, groups, and academic tutoring.</li> <li>● Food pantries and community resource hotlines: <a href="https://docs.google.com/document/d/e/2PACX-1vQlvyKXBlhGRJTQBhYx9oU84jlLTCbt4p1rCekursJav0WDsl1SneWNR9njZtSQC0JbZhZHWDmdJ-7k/pub">https://docs.google.com/document/d/e/2PACX-1vQlvyKXBlhGRJTQBhYx9oU84jlLTCbt4p1rCekursJav0WDsl1SneWNR9njZtSQC0JbZhZHWDmdJ-7k/pub</a></li> </ul>
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**Food Service and Distribution**

	<p>As we have relinquished our SFA to the Cape May City School District for the upcoming school year, we are subject to the procedures and policies of this District. If remote distribution is needed again, the Cape May City School will be utilized as a pick up site for all community members.</p>
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<b>Quality Child Care</b>	
	<p>To assist families with child care, WCMSD would like to continue with an after school program. The final decision to offer an after care program in the school will be dependent upon COVID-19 safety precautions, number of students and building space.</p>

# Leadership and Planning & Continuity of Learning

## Requirements to Re-Open

<i>Critical Area</i>	
<p><b>Pandemic Response Team</b>  <i>School districts should establish school-based Pandemic Response Teams in each school to centralize, expedite, and implement COVID-19-related decision-making. Each school team should have a liaison that reports to district-level administrators to ensure coordinated actions across the district.</i></p>	<p>WCMSD’s Pandemic Response Team members will include administration, teachers, staff, school nurse, and parents. To best support planning, management, and decision making, members of our Intervention and Referral Services, Resiliency Team, CST, and School Safety Team will be essential to our PRT.</p> <p>The PRT will meet regularly to discuss COVID-19 safety protocols, school level data regarding health and safety measures and the presence of COVID19. The PRT will report data as required and amend school health and safety protocols as needed.</p> <p>The PRT will foster and maintain ways to support school climate as necessitated by the challenges posted by COVID-19. The Superintendent will update community members via the district’s website <a href="http://wcm.capemayschools.com">wcm.capemayschools.com</a> and through our mass communication system as needed.</p> <p>The school superintendent or designee and school nurse will share as chairperson(s).</p>

<p><b>Scheduling</b></p> <p><i>Districts' reopening plans must account for resuming in-person instruction in some capacity. Scheduling decisions should be informed by careful evaluation of the health and safety standards and the most up to date guidance from the New Jersey Department of Health (NJDOH), as well the stakeholder input on the needs of all students and the realities of each unique district. School district policies for attendance and instructional time may require modifications for the 2020-2021 school year.</i></p>	<p>WCMSD's schedule includes multiple models that support in-person, fully virtual and hybrid learning. The strategic plans for delivering instruction to students were designed with core guiding principles:</p> <ul style="list-style-type: none"> <li>● Health, Safety, &amp; Wellness</li> <li>● Continuity of Learning</li> <li>● Equity</li> <li>● Flexibility</li> <li>● Special Education/ELL</li> <li>● Communication</li> <li>● Attendance</li> <li>● Technology</li> <li>● Personnel and Staffing- Roles &amp; Responsibility, Professional Development, Mentoring, Evaluation and Medically Fragile</li> <li>● Learning Management System</li> </ul>
<p><b>Staffing</b></p>	
<p><i>In response to COVID-19, the NJDOE has provided flexibilities for implementation of certain regulatory requirements during the public health emergency including mentoring, educator evaluation, &amp; certification.</i></p>	<p><b>Mentoring</b> WCMSD will continue to mentor all novice teachers in accordance to the WCMSD's Mentoring Plan an COVID-19 guidelines: <a href="#">Mentoring Guidance</a></p> <p><b>Certification- Novice Teachers and Performance Assessment(edTPA)</b> WCMSD will comply with all regulatory requirements per Performance Assessment Requirement for Certification and the <a href="#">NJDOE Performance Assessment COVID-19 Guidance</a>, as applicable</p> <p><b>Educator Evaluation</b> WCMSD will comply with all regulatory requirements per the TeachNJ Act and in accordance with <a href="#">Educator Evaluation Guidance-COVID-19</a>, as applicable.</p>

**SCHEDULING & Continuity of Learning**

**In- PERSON, FULLY VIRTUAL, AND HYBRID**

The strategic plans for delivering instruction to students were developed and aligned to the following core guiding principles:

- Health, Safety, & Wellness
- Continuity of Learning
- Equity

<ul style="list-style-type: none"> <li>● Flexibility</li> <li>● Special Education/ELL</li> <li>● Communication</li> <li>● Attendance</li> <li>● Technology</li> <li>● Personnel and Staffing- Roles &amp; Responsibility, Professional Development, Mentoring, Evaluation and Medically Fragile</li> <li>● Learning Management System</li> </ul>	
<b>Health, Safety &amp; Wellness</b>	<p>The health, safety and wellness of students and staff is a top priority and guiding the areas within the district’s reopening plan. Critical Area of Operation #1</p>
<b>Continuity of Learning</b>	<p><u>Curriculum, Instruction &amp; Assessment:</u>                  Students should be active in their learning by having ample opportunities to safely interact with peers as they engage in connected experiences that promote higher levels of understanding. All schedules provide students with equitable access to high-quality instruction including in- person, fully virtual and hybrid.</p> <p>Student assessment will identify unfinished learning needs through grade level benchmark testing, formative and/or summative assessments. Instruction will focus on providing students with the appropriate supports necessary to fill the most critical educational gaps. Curriculum and Assessment will prioritize prerequisite skills and knowledge for each subject area and grade level and accelerated support for unfinished learning.</p> <p><u>Grading</u>                  To receive academic and attendance credit for the 2020-2021 students are expected to complete grade level appropriate assignments.</p>
<b>Equity</b>	<p>Prioritize the physical and social-emotional needs of particularly vulnerable students. Ensure safety, belonging and mental health as a foundation for learning. Equity and access to quality grade-level instruction for all students, with the appropriate accommodations and/or modifications provided to students with diverse learning needs as necessary. Flexible and equitable learning opportunities will be available via digitally linked lessons in OnCourse LMS, Google Classroom, and/or Class Dojo. Staff will use various applications of online learning to enrich home instruction, which include, and are not limited to Google Classroom, Class Dojo, Remind, Khan Academy, Education City, Scholastic Reading, etc.</p>

	<p>Differentiation: To maximize student growth and learning and minimize educational gaps, teachers will provide differentiated assignments to the greatest extent possible. Lesson Plans will be differentiated in order to meet the needs of students in accordance to their abilities and/or educational plans. (SE,ESL,504,BS,GT).</p>
<p><b>Flexibility</b></p>	<p>The district has planned multiple schedules including in-person, hybrid, and fully virtual. Continuity of Instruction will be maintained through flexible schedules in the event of future school closures due to COVID-19.</p>
<p><b>Special Education/ ELL</b></p>	<p>Related Service Staff and our Special Education Teacher will support the goals and objectives in IEPs and 504s to the greatest extent possible. The IEP team will review student data to determine loss of critical skills during the period of remote instruction. Some related services identified in the students’ Individualized Education Plans may be delivered through digital learning, when students are not on-site at schools. This will allow related service providers to connect with students and their families to address any concerns that might occur as the students engage in completing the independent work. Prioritize the physical and social-emotional needs of particularly vulnerable students. Ensure safety, belonging and mental health as a foundation for learning. The Case Manager will maintain ongoing communication with parents and students via phone calls, emails, Google Hangout, and Zoom.</p> <p><u>IEP MEETINGS/EVALUATIONS</u></p> <ul style="list-style-type: none"> <li>● IEP meetings are documented with attendance sheets and/or electronic signatures</li> <li>● IEP meetings may be held in person, virtually, and/ or via phone conferences</li> <li>● Reevaluation planning meetings may be held in person, virtually, and/ or via phone conferences</li> <li>● Reevaluations include review of most recent formal assessments and documentation of students’ present levels of performance</li> <li>● Special education teachers, related services providers, and case managers update students’ progress via IEP progress reports and documentation notes</li> </ul> <p>Some students with disabilities will require unique supports that may make it less possible to practice physical distancing. In addition, some students with disabilities will not be able to wear cloth face masks as frequently or at all. In order to support such students safely:</p> <ul style="list-style-type: none"> <li>● Educators, related service providers, paraprofessionals, and other staff members will be provided with protective equipment that may be needed as unexpected situations arise, such as face shields and masks</li> </ul>

<p><b>Communication</b></p>	<p>The district’s reopen committees included a diverse group of stakeholders including parents, teachers, and administrators. The reopen plan was developed with stakeholders’ input. The district will utilize all forms of communication such as the district’s website, Blackboard Connect, ClassDojo, and Social Media for ongoing updates regarding school operations and COVID-19.</p>
<p><b>Attendance</b></p>	<p>Attendance will be taken daily regardless of the educational setting. Students are obligated to fulfill their attendance through participation in the classroom whether in person or in a distance setting. Participation in daily assignments will count as a student being “present” for the day and allow for that day count to fulfill the 180 day requirement.</p>
<p><b>Technology</b></p>	<p>WCME provides 1:1 personal devices to students in grades 1-6. Students will utilize these devices while in school and during remote learning periods. WCME will conduct a needs assessment to determine Internet access at home for the 2020-2021 school year. Students in Kindergarten will be assessed for home device access.</p> <p>IT support is available to all families experiencing technical difficulties regarding digital access to education. IT support will be available via telephone, email, and/or Google Meet during regularly scheduled school hours. Parents may request assistance through their homeroom teachers or through the school office.</p> <p>WCME will post Google Classroom training videos for parents training purposes.</p>
<p><b>Personnel and Staffing- Roles &amp; Responsibility, Professional Development, Mentoring, Evaluation and Medically Fragile</b></p>	<p><b>Roles and Responsibilities</b>  <u>Administration &amp; Office Personnel</u>: School Operations, Instruction &amp; Curriculum, Governance, Scheduling, Finance, School Climate, School Safety, School Communication  <u>Instructional Staff &amp; Educational Services</u>: Curriculum &amp; Instruction, Assessment, Social and Emotional Learning, School Climate, Support at-risk students, ELL and 504 students, Family Communication, Safe School Practices &amp; Social Distancing  <u>Paraprofessionals</u>: Support small group instruction, social distancing, maintain single classroom cohorts</p> <p><b>Mentoring</b>  WCMSD will continue to mentor all novice teachers in accordance to the WCMSD’s Mentoring Plan and</p>

	<p>COVID-19 guidelines: <a href="#">Mentoring Guidance</a>  <b>Certification- Novice Teachers and Performance Assessment(edTPA)</b>                  WCMSD will comply with all regulatory requirements per Performance Assessment Requirement for Certification and the <a href="#">NJDOE Performance Assessment COVID-19 Guidance</a>, as applicable</p> <p><b>Educator Evaluation</b>                  WCMSD will comply with all regulatory requirements per the TeachNJ Act and in accordance with <a href="#">Educator Evaluation Guidance-COVID-19</a>, as applicable.</p> <p>School officials will ensure staff and students who are at higher risk for severe illness are protected and supported, such as providing options for telework and virtual learning.</p>
<p><b>Learning Management System</b></p>	<p>Google Education and Oncourse Learning Management System will be used to support and enhance delivery instruction, assessments, and differentiation.</p>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>● Digital Educational Resources and Learning Management Systems for remote education</li> <li>● Remote and Hybrid Google Apps</li> <li>● COVID-19 Safety Training</li> <li>● Crisis Training</li> <li>● Ongoing PLC</li> </ul>
<p><b>Full Time Learning Remote Option for Families</b></p>	<ul style="list-style-type: none"> <li>● All students are eligible for full time remote learning; eligibility cannot be conditioned on a family/guardian demonstrating a risk of illness or other selective criteria. This includes students with disabilities who attend in-district schools or receiving schools</li> <li>● Family/guardian must submit a request for full time remote learning, including requests to begin the school year receiving full time remote learning and requests to transition from in-person or hybrid services to full time remote learning during the school year.</li> <li>● Family/guardian requests must align with district procedures and timelines</li> <li>● A student participating in the board’s full time remote learning option must be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in district programs</li> </ul>

**100 % CAPACITY/HYBRID SCHEDULE, K-6**

Per the recommendations from the NJDOE Road to Recovery, WCMSD will utilize its gymnasium and all available classrooms for the return of 100% of our students for face to face instruction, September 2020. Students will be grouped using an A/B schedule and per household.

**PLAN 1**

In an A/B schedule Plan 1, students will engage in Face to Face instruction with instructional staff 4 days per week and engage with teachers virtually one day per week. Students will receive instruction from their assigned grade teacher and assigned specialist teacher. Students with diverse learning needs that require additional support will also receive instruction from Special Education and/or ESL teachers, as necessary, assigned and aligned with their needs. Special Education, ESL, and Intervention teachers will meet with students during the Face to Face days and/or on digital learning days, as needed to facilitate their students’ diverse learning needs. Paraprofessionals will be utilized for instructional assistance and supervision for students in the gymnasium.

Monday	Tuesday	Wednesday	Thursday	Friday
A-Classrooms B- Gymnasium	A-Classrooms B- Gymnasium	Remote Learning Deep Clean Building	B-Classrooms A-Gymnasium	B-Classrooms A-Gymnasium
*6.5 Hour Instructional Day 8:30-3:00	*6.5 Hour Instructional Day 8:30-3:00	*4.5 Hour Instructional Day 8:30-1:00	*6.5 Hour Instructional Day 8:30-3:00	*6.5 Hour Instructional Day 8:30-3:00

\*School hours may increase after the start of the school year based on the level of COVID-19.

**PLAN 2**

In an A/B schedule Plan 2, students will engage in Face to Face instruction with instructional staff 5 days per week, Students will receive instruction from their assigned grade teacher and assigned specialist teacher. Students with diverse learning needs that require additional support will also receive instruction from Special Education and/or ESL teachers, as necessary, assigned and aligned with their needs. Students will rotate between classrooms and gymnasium every three days in Plan 2. Paraprofessionals will be utilized for instructional assistance and supervision for students in the gymnasium.

Monday	Tuesday	Wednesday	Thursday	Friday
A-Classrooms B- Gymnasium	A-Classrooms B- Gymnasium	A-Classrooms B- Gymnasium	B-Classrooms A-Gymnasium	B-Classrooms A-Gymnasium
*4.5 Hour Instructional Day 8:30-1:00	*4.5 Hour Instructional Day 8:30-1:00	*4.5 Hour Instructional Day 8:30-1:00	*4.5 Hour Instructional Day 8:30-1:00	*4.5 Hour Instructional Day 8:30-1:00

\*School hours may increase after the start of the school year based on the level of COVID-19.

- Early dismissal and one virtual learning day to allow for deep cleaning / sanitation
- The school district reserves the right to have discretion to go to a virtual setting in regards to the health and safety of the students
- Students are assigned into cohorted groups when the number of students per grade level exceed the social distancing classroom protocols
- The school district will adhere to student Individualized Educational Plans, 504s, and Individualized Health plans.
- Large Group Instruction Rooms may be utilized to address overflow of students

**100% REMOTE LEARNING SCHEDULE, K-6**

Students will be able to see their teachers and peers in a virtual setting on a daily basis. The district will employ a blend of asynchronous and synchronous learning (access to “live” high-quality teacher support via office hours and instruction on a regularly scheduled basis) for the 2020-2021 school year during a closure. With this parents must keep in mind of the following:

- Virtual learning could potentially happen at any time at the discretion of the school/district administration
- Students will be provided a chromebook
- Lessons will be done virtually
- Streamed and virtual lessons will be conducted daily from 8:30 to 1:00 to reflect the 4.5 hours of instruction, assignments will also continue this allotted time to reflect independent student work
- Teachers will be available for instruction via streaming media
- Teachers will be in constant contact communication via email and other communication platforms.
- School Administration and Teachers will take into account developmentally appropriate screen time
- School District reserves the right to have discretion to go to a virtual setting in regards to the health and safety of the students.
- The school district will adhere to student Individualized Educational Plans, 504s, and Individualized Health plans.
- Parent conferences / IEP Meetings will be conducted via a streaming media platform



**HYBRID LEARNING SCHEDULE, K-6**  
**50% Capacity**

In a 50% hybrid schedule, the instructional schedule will rotate between virtual home instruction and instruction in school.

- Students assigned days to come to school (50% come to school while 50% receive their learning at home with A/B cohort rotating schedule)
- Early dismissal to allow for deep cleaning / sanitation
- Students are assigned into cohorted groups.
- During a 5 day school week, the “Virtual Day” will occur on Wednesdays, (AA, Virtual, BB)
- During a 4 day school week, students will rotate AA, BB
- Subject to change if “Deep Cleaning” is not warranted by Administration
- School District reserves the right to have discretion to go to a virtual setting in regards to the health and safety of the students.
- The school district will adhere to student Individualized Educational Plans, 504s, and Individualized Health plans.
- Parent conferences / IEP Meetings will be conducted via a streaming media platform

# Policy and Funding

## School Funding

<i>Critical Area</i>	<i>District Actions and Person(s) Responsible</i>
<u>ESSE Relief Fund (CARES)</u>	The District allocation for CARES is \$2,000. This will be utilized for PPE and cleaning supplies.
<u>Federal Emergency Management Agency (FEMA)</u>	The District has opened an OEM account and is in the process of submitting project costs for reimbursement. These include cleaning equipment, staff PPE, supplies, and payroll for extra cleaning.
<u>State School Aid</u>	The State Aid reduction did NOT affect the District's budget.
<u>Purchasing</u>	The District will utilize all cooperative measures to ensure cost effective purchasing. If this cannot be used, all local, State and Federal programs will be followed to provide efficient purchsing during this pandemic.
<u>Reserve Accounts, Transfers, Cash Flow</u>	The District has an unreserved surplus of \$250,000, a capital reserve of approximately \$300,000, a Maintenance reserve of \$46,000, and an emergency reserve of \$20,000. This provides a healthy back up if the District meets unforeseen circumstances in these uncharted waters.
<u>Costs and Contracting</u>	See Purchasing.

[Reopening School Schedule Options](#)