

**Wildwood Crest School District**

**Restart & Recovery Plan  
2020/2021 School Year**



David J. Del Conte Jr.  
Superintendent

Joseph Schiff, Board President

Toni Fuscellaro, Vice President

William Morey

Tracey Blanda

Joseph Franco

Michael Coskey, Solicitor

James Lushok, Board Secretary/BA

## Demographics of the Wildwood Crest School District

### In-District Programs (PK-8)

As of June 30, 2020

<b>Hispanic</b>	<b>African American</b>	<b>White</b>	<b>Other</b>
10%	2%	85%	3%

Source: Genesis

### In-District Programs Preschool Program

(General Education & Special Education)

June 30, 2020

<b>Hispanic</b>	<b>African American</b>	<b>White</b>	<b>Other</b>
20%	0%	80%	0%

Source: Genesis

### English Language Learners (ELLs)

As of June 30, 2020

<b>Preschool</b>	<b>K-8</b>	<b>Total Students</b>
0	10	10

Source: Genesis

### In-District Special Education Students (K-8)

As of June 30, 2020

<b>K-8</b>
52 Students

Source: Genesis

### In-District Preschool Special Education Students

As of June 30, 2020

<b>Total Students</b>
3 Students

Source: Genesis

## **Reopening Committee**

### **Core Team/Pandemic Team**

David Del Conte- Superintendent

Larry Lhulier- Principal/ Supervisor of Curriculum & Instruction

Donna Groom- Supervisor of Child Study

Mario Tridente- Guidance Counselor

Kim Sorensen- School Nurse

Jim Parker- Supervisor of Buildings & Grounds

Jenn Pruszinski- Teacher/ I & RS Team Member/ 3rd - 8th Grade Teacher

Margaret Teeney- Secretary/ NJSmart Coordinator/ Human Resources

James Lushok- Business Administrator/ Board Secretary

Giovanni Tridente- Technology Specialist

### **Secondary Team/Pandemic Team**

Bill Toland- School Security Officer

Susan Haury- Primary School Teacher

Sherrie Carannante- Primary School Teacher

Leigh Domanowski- Elementary School Teacher

Scott Mason- Middle School Teacher

Scott Abbott- Physical Education Teacher

Dina Ziemba- Preschool Teacher

Claudia Gentzow- Preschool Teacher

### **Board of Education Team Members**

Joseph Franco- Board Member/ Safety Committee Member

Tracey Blanda- Board Member/ Safety Committee Member

### **Parent Advisory Team**

Jennifer Wetzell- Parent

Brian Cunniff- Parent

Carmen Cusella- Parent

Mary Nell Murphy- Parent

Keri Mikulski- Parent

## I. Conditions for Learning – Minimum Standards

1. CMS will adopt policies for screening students and employees for symptoms of COVID-19 and history of exposure.
2. CMS will strive for social distancing within the classrooms and common areas both inside and outside of the school. If CMS is unable to maintain physical distance (6 feet), additional modifications will be in place, including physical barriers between desks and turning desks to face the same direction.
3. CMS will adopt cleaning and disinfecting procedures.
4. School staff and visitors will be required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
5. Students will be mandated to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health.
6. CMS acknowledges that enforcing the use of face coverings may be impractical for young children or individuals with disabilities, but staff and administration will make every effort to make wearing face coverings a part of the daily routine.

### 1. General Health and Safety Guidelines:

- a. In all stages and phases of pandemic response and recovery, CMS will comply with Center for Disease Control (CDC), state, and local guidelines. The school district will require the use of face coverings by staff and visitors upon entry into the building, and when social distancing within the building is not possible unless doing so would inhibit the individual's health or the individual is under two years of age. Students will also be required to wear face coverings in grades kindergarten to eighth grade within the school building. Students should assume they need to have a face covering on unless directed by a teacher otherwise during moments in a lesson when all students are socially distanced, they are outside or all the classroom windows are open. During arrival, dismissal and any other transition point throughout the day, it is especially important that students have face coverings. All students and staff will be screened upon entry into school each day, and visitors will be screened upon arrival at the front office. Parents are asked to keep students with symptoms of illness at home. If a student is identified as a student with symptoms of illness or a fever, that student will be further evaluated by the school nurse who may contact the parent/guardian or emergency contact to pick up the student from school. The nurse will make a referral for testing if COVID-19 is suspected. The Wildwood Crest School District will establish an agreement with urgent care for rapid COVID testing for symptomatic individuals and provide information to symptomatic individuals or their caretakers regarding the testing and the necessity for this testing. Information will also be provided regarding procedures for readmittance to school. To further

promote behaviors that reduce spread, staff and students will receive instruction in the following areas at the beginning of the school year and for as long as necessary during the school year: *Social distancing, screening, use of face coverings, handwashing and respiratory etiquette, appropriate and respectful response to individuals with illness or symptoms of illness, safe interaction with peers, safe snack and lunchtime procedures and behavior, sanitizing surfaces, and appropriate ventilation of classrooms.* CMS will provide signage on floors, walls and doors that encourages appropriate behaviors to reduce spread and reinforces social distancing. When a provider and a student are required to be within close proximity, less than six feet apart, for the provision of direct services, a mask and face shield or a mask and plexi-glass divider will be used. (Example: CST evaluation, related service, support of 1:1 aide or instructional aide, In-class support, etc.)

- b. CMS will 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.
- c. Self identified high risk students and staff with consultation from the CMS nurse will be provided with an alternative/online education environment when deemed appropriate.
- d. Classroom Ventilation
  - i. All HVAC units in the building comply with fresh air make up requirements. Classrooms will be permitted to have their classrooms open, but will be required to keep their windows closed unless their unit becomes inoperable.
  - ii. CM3 and other HVAC contractors will complete a comprehensive review of all the units in the building prior to school opening. They will also come monthly for preventative maintenance.
  - iii. The supervisor of buildings and grounds has over 25 years experience with HVAC and will be doing weekly inspections and preventative maintenance.
  - iv. If a unit is not working, the classroom windows and doors will be open, and a fan and HEPA air scrubber will be put in the room.

## 2. Classrooms, Testing, and Therapy Rooms:

- a. Social distancing will happen in classrooms, common areas and outside areas to the maximum extent possible. Face coverings will be required unless it will inhibit the individual's health.
- b. CMS will also minimize use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash or sanitize hands frequently.

- c. Teachers will shorten activity times to allow time for students to hand sanitize and will be responsible for sanitizing areas that have multiple touch points.
  - d. **See Appendix I**
3. Transportation:
- a. CMS is not a district that is required to provide transportation given the close proximity of family housing in the district to the school building.
  - b. CMS will provide the Great American Trolley group, a local company that provides transportation separately to some CMS students, with transportation guidelines provided by the CDC and state officials.
  - c. Recommended guidelines will include social distancing practices on buses to the maximum extent possible and best practices for cleaning and disinfecting all vehicles used for transporting students.
  - d. If maintaining social distancing is not possible, all students who are able, must wear face coverings while on the trolley.
  - e. Sanitation logs should be maintained and note the sanitation of the bus in between each busing route.
  - f. Bus drivers will be encouraged to wear face coverings.
  - g. Drivers' temperatures should be taken and noted at the beginning of each run in the sanitation log.
  - h. If the Great American Trolley group is unable to meet these guidelines, parents will be advised and alternative transportation arrangements encouraged.
4. Student Flow, Entry, Exit, and Common Areas:
- a. Prior to student arrival, staff will follow a self-screening protocol each day. To allow student screening time, homerooms will be extended ten minutes. All teachers will incorporate student screening into their morning routine. After students are seated in socially distanced seats, the teacher will use a touchless thermometer to check temperatures and ask a series of screening questions. Students who exhibit symptoms will be sent to the nurse for further review.
  - b. The number of external doors for entrances and exits will be increased. Fencing and signage will direct students by class and grade level. Access to the blacktop will be prevented before 8AM with locked gates to ensure social distancing protocols are followed while students are on campus. Pre-K through second grade will enter the building through assigned homeroom doors. Third through eighth grade students will enter through common area doors when necessary, and students will directly enter through classroom external doors when possible in a staggered manner that will be directed by staff playground area monitors and hallway monitors.
  - c. Bathroom use will also be monitored by staff and limited to one student at a time.

- d. Classroom transitions will be limited significantly with departmentalized teachers traveling from one classroom to another instead of students traveling from classroom to classroom.
  - e. Cafeteria use will be staggered with students assigned A and B weeks. The A-B markers will indicate that students will have lunch in their classrooms certain weeks and the cafeteria the other weeks.
  - f. **See Appendix I**
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms:
- a. CMS has adopted a policy for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. Students, staff and visitors will be screened when they enter the building. Screening will include a temperature check with touchless thermometer, visual check for symptoms and interview. Additionally, staff will be provided with in-service training prior to the beginning of the school year on screening procedures. An adequate amount of personal protective equipment (PPE) will be available, accessible, and provided for use by the school nurse or school administrators.
  - b. Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others in the room adjacent to the Nurse's Office. This will have areas for individuals to be isolated. Our Nurse's office and isolation room is located near an external exit for safe and convenient parent pick up. Students will be escorted to the nurse's office where they will be further assessed for signs of illness. The nurse will contact the parent/guardian or emergency contact for the pick-up of students who show symptoms of COVID-19 or any other illness and refer them for necessary testing. Students who cannot be picked up will remain in the isolation area of the nurse's office and will wear a face covering as will any employee who may need to engage with the student during isolation.
  - c. When CMS becomes aware that an individual who has spent time in the district tested positive for COVID-19, district administration will notify local health officials, staff, and families of a confirmed case. Information of those directly affected will be kept confidential but CMS staff, families and others in the community who may have been affected will be made aware through multiple communication forms that include email, social media, phone call, and text message. The School Nurse, in coordination with the County Health Department, will conduct contact tracing within the school building as described in Section 6 below. Readmittance policies consistent with Department of Health guidance will be followed before allowing an individual to return to school.

6. Contact Tracing: contact tracing is the process used to identify those who have come in 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.
  - a. All CMS administrators, the guidance counselor, and other designees will work with the School Nurse to conduct in-district contact tracing. They will establish a list of possible contacts within the school building once an individual has been identified as COVID-19 positive.
  - b. The school nurse will notify the Cape May County Board of Health, so a community contact tracing process can begin.
  - c. CMS has created a contact tracing policy that will be approved by the Board of Education.
  
7. Facilities Cleaning Practices:
  - a. The safety of our employees and students are our first priority. Upon reopening, our school will 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. Due to the ongoing pandemic the Wildwood Crest Memorial School District will be implementing a custodial plan with 3 main focus points to provide our community with a clean, safe and healthy school. The focus areas are as follows:
    - b. **Summer Cleaning-** providing restorative summer cleaning services in order to prepare our facility for the return of students, teachers and staff in the fall. These tasks are outlined below and are completed each summer. Each summer the Wildwood Crest Memorial Custodial team provides restorative cleaning and maintenance in order to prepare for the upcoming school year. This summer we will be providing the services listed below while simultaneously maintaining safe working conditions as recommended by the CDC. Staff will practice social distancing and wear masks. Gloves will also be made available to staff
    - c. **Interim disinfection-** Disinfecting and sanitizing of high touch areas during working hours to maintain a safe environment to help reduce the spread of potential contaminants. This process would begin when students or staff return to school. Wildwood Crest Memorial School District working with General Chemical, a distributor of Buckeye Chemical Products. Buckeye provides 2 disinfectants that are EPA approved against Covid-19. The chemicals are E-23 Ph

Neutral Disinfectant and E-22 Disinfectant/Deodorizer/Cleaner. Each chemical is to be used on hard non-porous surfaces. The focus during interim disinfection is to treat high touch point areas that facilitate the spread of pathogens. E-22/E23 have a 10 minute dwell time on all surfaces. While students are in session custodians will focus on these high touch areas in common areas. The disinfectant will be sprayed or wiped on surfaces and left to dry for at least 10 minutes. Food contact surfaces will be rinsed with potable water after the dwell time.

Below is a list of high touch point areas of concern:

Door knobs	Toilet flush handles	Light switches	Student chairs
Railings	Faucets	Handles	Sinks
Buttons	Toilets	Water Fountains	Sanitary
Receptacles			
Soap Dispensers	Paper dispensers	Countertops	

- d. **Comprehensive Daily Cleaning and Disinfection-** Deeper comprehensive cleaning and sanitizing is to be completed during off hours to further reduce potential spread of any bacterial and viral pathogens. Each evening the Wildwood Crest School District custodial team will provide 3 daily cleaning services for our facility. During the fall of 2020 we will be providing a more comprehensive cleaning program that will incorporate the usage of mainly one disinfectant E-22. This product manufactured by Buckeye is approved by the EPA against Covid -19. This cleaning will be more detailed. The team will not only focus on high touch point areas but will also disinfect areas such as classrooms and all areas continually in use during the day.
  
- e. **Deep Cleaning-** This is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep clearing, administration may shut down the site for a period for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

## GENERAL DISINFECTION SCHEDULE

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

### 8. Meals:

- a. If cafeterias or other group dining areas are in use, CMS will stagger eating times to allow for social distancing and disinfecting of the area between groups. Lunch will be scheduled on a A Week/ B Week rotation where some grades will eat in the cafeteria and others in their classroom.
- b. CMS will provide a bagged breakfast to all students who choose to participate in our breakfast program. Bagged breakfast will be delivered to homerooms where they will be given to students.
- c. CMS will discontinue family-style, self-service, and buffet-style dining and maintain social distancing.
- d. Lunches will be packed in easy-to-transport containers for classroom delivery, but will still meet all federal and state nutrition guidelines.

- e. Cafeteria staff will wash their hands immediately after removing gloves and after directly handling used food service items.
9. Recess/Physical Education:
- a. CMS will complete an inventory of outdoor spaces and mark off areas to ensure separation between students. Cones, hoola hoops and plyo spots will be used as visual guides to assist in social distancing at recess and in play areas.
  - b. Recess will be staggered by groups and staff must disinfect any equipment in between uses. When inclement weather happens, students will remain socially distanced in classrooms and experience recreational activities through resources like Go Noodle, YouTube and other teacher directed exercise activities.
  - c. CMS will close locker rooms and encourage students to wear comfortable clothing and safe footwear to school daily so that they can participate in physical education classes without needing to change.
10. Extracurricular Activities and Use of Facilities Outside of School Hours:
- a. All extracurricular activities must comply with applicable social distancing requirements and hygiene protocols. If activities involve close contact, they will be postponed until a time where COVID-19 is deemed a minimal threat by appropriate State and Federal Health Officials.
  - b. While it will fall under the purview of district administration to allow outside organization's use of facilities, access will be limited to small groups of no more than ten participants to decrease school community exposure to COVID-19.
  - c. External community organizations that use school facilities must follow district guidance on health and safety protocols.
  - d. CMS will continue to monitor recommendations from NJSIAA and incorporate their guidelines into our approach to extracurricular and athletic activities.

***In addition to taking these steps to protect students' and educators' physical health, leaders must also consider the impact of social isolation on both educators and students. Based on input from New Jersey stakeholders and educators from across the country, the NJDOE recommends school district teams include the following elements in their reopening plans:***

1. Social Emotional Learning (SEL) and School Climate and Culture:
- a. Social emotional learning (SEL) will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning. CMS will attempt to identify students in need of additional support by providing parents/guardians with a needs assessment during the month of August where they will be able to report any concerns they may have about their child's need for social emotional support upon their return to school. During the opening weeks of school, the school guidance counselor or other school staff

will do weekly five-minute check-ins with students identified as being in need of social/emotional support based on the needs assessment. (This will serve the dual purpose of identifying students in need of even more support or regularly scheduled counseling and providing a short break from the classroom for these same students). Should a student require social emotional support on a more regular basis, CMS will provide regularly scheduled counseling to that student with parent consent. Parents will also be asked to provide their consent to have that social emotional support provided by members of the Child Study Team in the event that the school guidance counselor is unavailable. The district may also advertise for a part-time counselor to be hired to meet the expected increase in student need. In order to better support students and teachers during the first week of school, CMS will fully inform students of the following: *New school routines and schedules including morning check-in and screening, Health and safety procedures within the classroom and school building (social distancing, hand washing, use of face coverings, etc.), Safe/appropriate interaction with peers and adults, Behavior, and Expectations of privacy, respect, compassion and empathy.* Parents are asked to share information they receive prior to school opening about changes, routines and procedures with their children so that students are emotionally prepared for their return to school. Teachers will also share age-appropriate literature, videos, media and/or social stories with students to reduce student anxiety and feelings of isolation. Staff will redesign reward systems in the classroom and school-wide to be more in-line with current health precautions. Teachers will reconsider the design of shared spaces such as amygdala centers, calming corners, etc. with health and safety standards in mind, and sensory paths may be added to hallways to provide socially-distanced movement activities for students. Finally, the School Guidance Counselor will provide a link on the school website to community services available in Cape May County that include food banks, counseling, Perform Care, medical care, etc., and teachers will be made aware that this information is available on the school website so they may also share needed information with parents.

- b. Additionally, CMS will thoughtfully plan around the well-being of educators so they can support the social and emotional well-being and learning needs of their students, acknowledge and prepare for the potential trauma that staff and students have faced during the COVID-19 school closures, and recognize and empower educators' and staff's strengths. This will be accomplished by including teacher representatives in the development of this plan and providing teachers with three days of in-service training prior to school opening so that they are familiar and comfortable with all new procedures and responsibilities. Additionally, three additional members of the School Resiliency Team will participate in a three day training on July 20th, 21st and 22nd, and a 3.5 hour online Resiliency Training for Pre-K to Elementary Teachers was offered to staff on July 16th. A part-time nurse

or medical assistant will be hired to support the School Nurse in meeting medical and emotional needs of all students, and this in turn, will provide additional support to classroom staff as will the hiring of a part-time counselor to meet student needs. Also, staff who have open periods in their schedule that are not being used to provide coverage will be available to provide additional support in the classrooms to assist with health and safety procedures and to provide support or breaks to students having difficulty within the confines of the classroom, and thus support the classroom teacher. Teachers should be reassured that attention to safety, health, and the social-emotional well-being of students will have priority.

2. Multi-Tiered Systems of Support (MTSS):

- a. CMS will take a systematic approach to prevention, intervention, and enrichment in grades PK-8 for academics and behavior that offer educators and families mechanisms to identify individual students who need extra support. This includes I&RS services and enrichment/basic skills support programs such as leveled literacy interventions.
- b. CMS will continue to implement prevention, intervention, and enrichment programs. Intervention teams will monitor student progress, adjust interventions and communicate progress with families. Intervention team leaders will incorporate family concern into modifications and future planning.

3. Wraparound Supports:

- a. All CMS students and families will be asked to take an assessment to gather data on potential needs of students as a result of the pandemic.
- b. CMS will continue to provide wraparound services that will address the academic, behavioral, and social-emotional needs of students with interventions both inside and outside of the school environment. This includes a comprehensive list of community resources to address out of school needs regarding mental health, childcare, social services.
- c. Wraparound support services will include but are not limited to mental health support, primary health care, dental care, family engagement, summer learning time, and mentoring programs.
- d. Students will have expanded opportunities to access the school psychologist and social worker in addition to the guidance counselor. Check-in/mentor system will be implemented to monitor student well being. Expanded group and individual counseling sessions will be offered as needed.

4. Food Service and Distribution:

- a. CMS recognizes that meals are critical to student health and well-being, especially for low-income students. With this in mind, CMS will continue to

provide lunch and breakfast services for free or at a reduced cost based on the eligibility standards established by State and Federal officials.

- b. All CMS-provided meals will be in line with the Departments of Agriculture and Health nutrition standards.
  - c. Full meals will be delivered to each child. No child will be accessing food through buffet or family style.
5. Quality Child Care:
- a. Childcare will be needed as schools reopen, particularly in instances where modified school schedules may increase the likelihood that families that otherwise would not utilize child care will now require it. CMS will not offer before or after-school programs at this time; however, a list of childcare options in Cape May County will be available in the resource document that will be posted on the school website by the school guidance counselor.
  - b. The NJDOE encourages schools to involve childcare providers in planning meetings, communicate the school's modified schedule to local childcare providers, and plan to transport students from school to childcare facilities; however, CMS will be operating on a full schedule which will be provided to parents, and CMS is not required to provide transportation given the close proximity of family housing in the district to the school building.

## II. Leadership and Planning

Adjusting the school environment to ensure the health and safety of students and staff will require a great deal of planning.

The District has created **Restart Committees** to coordinate the overall reopening plan. These Committees include district- and school-level administrators, school board members, local education association representatives, educators, parents, and students.

The Restart Committee will be the school **Pandemic Response Team** and confer with health departments, and others in municipal and county government to develop district plans that address the ten Critical Areas of Operation. The NJDOE also recommends they address the following critical issues:

1. Scheduling:
  - a. Districts' reopening plans must account for resuming in-person instruction in some capacity. CMS will be in session for in person instruction for all 5 days for all students in the building. The schedule will reflect slight modifications to accommodate safety policies. This will include an extension of homeroom for temperature checks and socially distanced entry/exit.
  - b. Hallway movement will be reduced by modifying groups/staggering hallway travel time. Room movements will take place when necessary in order to

accommodate 6 feet of distancing. An addition of a 2nd grade homeroom to maintain maximum class size of 16 will be implemented.

- c. Scheduling decisions will focus on limiting class size to allow social distancing and limiting student travel in the building to the extent possible. If class sizes exceed 15 students, additional class sections will be added. Scheduling decisions and adjustments will be informed by guidance from the New Jersey Department of Health (NJDOH), as well as stakeholder input on the needs of all students.
- d. Home instruction will be expanded to the extent possible to address extended absences for quarantining and illness.
- e. For online learning and in-class learning, CMS attendance policies will apply. When necessary, CMS will adjust attendance policy to incorporate new Federal and State recommendations.

## 2. Staffing:

- a. Regardless of the environment, school districts should clearly communicate with teachers regarding expectations and support for student learning.
  - i. Staff roles will expand to accommodate new health and safety regulations.
  - ii. The school reopening plan will be presented to the staff before it is presented to the community.
  - iii. The staff will have 3 full days of professional development before students enter the building. During these days, teachers schedules, new protocols and responsibilities will be defined and discussed.
- b. School reopening plans and decision-making throughout the school year should consider unique needs of each staff member, such as access to technology, social and emotional health, and child-care concerns.
  - i. Every CMS teaching staff member has a district issued Macbook.
  - ii. As per district policy, all full time staff have the option to enroll school-aged children in CMS should they have childcare issues.
  - iii. All CMS staff members have access to mental health professionals through our District's health plan.
- c. CMS Staff will monitor student movement, hallway traffic, and maintain safety according to guidelines. Instructional and non-instructional staff schedules may also include designated time to support school building logistics required to maintain health and safety requirements. Schedules may be adjusted to allow for hallway monitoring.

## 3. Athletics:

- a. CMS will strive to share their scheduling plans with staff, families, and students at least four weeks before the start of the school year in order to allow families to plan childcare and work arrangements.

- b. CMS will monitor and apply recommendations and guidelines from NJSIAA Sports Advisory Task Force as it provides guidance to allow New Jersey athletes to return to athletics as soon and as safely as possible.
- c. CMS will adhere to all NJSIAA recommendations regarding the 2020-2021 school year to determine, among other things, the extent to which changes may be needed for each interscholastic sports season.

### III. Policy and Funding-

#### 1. Fiscal Challenges:

The COVID-19 pandemic has created a variety of fiscal challenges related to the delivery of instruction and related services to students. Readyng facilities, purchasing supplies, and transporting and feeding students will look drastically different in the upcoming school year than in past years. Policy and funding considerations include:

Purchasing: CMS has purchased:

- i. Cloth and disposable masks for staff and students
- ii. Plexiglass barriers
- iii. Sanitizing wipes
- iv. Sanitizing non toxic chemicals
- v. Signage
  - 1. Homeroom names for arrival/ dismissal exterior doorways
  - 2. Bathroom- 2 at a time
  - 3. Must wear a mask at outside gates and doorways
  - 4. 6 feet apart floor decals
  - 5. Arrow/ traffic flow floor decals
- vi. Gloves
- vii. Face shields
- viii. Hand Sanitizer
- ix. Hand Sanitizer stations
- x. Touchless thermometers
- xi. Ionized disinfection equipment

CMS will use state contracts with Office Basics, Staples, as well as, Educational Services Commission of New Jersey and Educational Data Services, Inc. to purchase PPE for reopening.

#### 2. Use of Reserve Accounts, Transfers, and Cashflow:

CMS will consider making withdrawals from reserve accounts if expenditures from various accounts become over budgeted in order to meet unanticipated costs related to COVID-19 supplies. All reserve money that was BOE approved for

withdrawal in the spring was used for projects outside of COVID-19 reopening preparation. These reserves will be replenished by any unreserved fund balance remaining from the 2019/20 school year.

3. Costs and Contracting:

CMS is a member of the federal E-Rate program and has been for several years. CMS is a member of several South Jersey County Educational Services Commission to procure technology and connectivity services. At this time, CMS will not be contracting any outside vendors for cleaning services.

4. To ease the burden on schools, the NJDOE plans to leverage existing and pending federal and state legislation, regulations, and guidance to predict the potential impact on districts and provide targeted assistance. Resources that may be available to schools include:

Elementary and Secondary School Emergency Relief Fund – The federal “Coronavirus Aid, Relief, and Economic Security” (CARES) Act established the Elementary and Secondary School Emergency Relief (ESSER) Fund to provide direct money to school districts and provide funding to support areas impacted by COVID-19. CMS has been awarded \$72,000 of CARES dollars that will be used for technology assistance and PPE.

State School Aid – CMS has not seen a reduction in State School Aid yet, but we currently anticipate a reduction for the 2020/21 school year and have made allowances in our budget for it.

Policy Updates

We will have a second reading and adoption of policy 1648 Restart and Recovery Plan at our August Board Meeting. **(See Appendix II)**

## IV. Continuity of Learning

Ensuring continuity of learning is critically important during this time of great stress for families, educators, and students. The degree to which districts will be able to return students to brick and mortar education remains uncertain. The NJDOE anticipates that many students likely made less than one full year of academic growth during the 2019-2020 school year. The move to a fully virtual learning environment happened quickly and created significant challenges for staff and students, particularly students already considered at-risk prior to the pandemic. Districts should work closely with their stakeholders to ensure decisions are made collaboratively and transparently and prioritize safely returning students who are most in need of in-person

instruction. This may include, but is not limited to, students with disabilities, English language learners (ELL), homeless youth, and low-income students.

With these caveats in mind, the NJDOE recommends districts focus on the following areas when crafting their reopening plans to ensure continuity of learning:

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities:
  - a. The Wildwood Crest School District will continue to meet their obligations to students with disabilities to the greatest extent possible. Instruction at CMS will take place entirely in school with in-person instruction. All IEPs will be implemented as written. This includes the provision of related services such as speech, occupational therapy and physical therapy. Programs and related services for students in out-of-district placements will be provided following the Re-opening Plan for the district in which they attend school. OT and PT at Crest Memorial will continue to be provided in-person while school is open for face-to-face instruction and as long as itinerant providers are available to provide in-person services. Student progress towards goals and objectives will continue to be monitored for all students, and Child Study Team meetings will be held as required to review IEPs and determine the need for changes to special education and related services. Child Study Team meetings will be held via phone or video-conference to limit visitors to building; however, a parent may request an in-person meeting. Student evaluations will be completed as required.
  - b. Specific strategies and considerations for students with disabilities must be critical points of discussion for every return-to-school scenario. A needs assessment that is being provided to the parent/guardian as part of the plan for social emotional learning was designed with the needs of students with disabilities in mind and will also be used to determine the need for additional support. Parents, as always, may bring their concerns to the attention of the student's teacher or case manager. When a provider and a student are required to be within close proximity, less than six feet apart, for the provision of direct services, a mask and face shield or a mask and plexi-glass divider will be used. (Example: CST evaluation, related service, support of 1:1 aide or instructional aide, In-class support, etc.)
  - c. The NJDOE will continue to update school districts and receiving schools with any additional guidance from the United States Department of Education (USDE) on implementation of the Individuals with Disabilities Education Act (IDEA), and revisions to NJDOE guidance will be monitored carefully.
  
2. Technology and Connectivity:

- a. CMS will ensure that every student has access to a device and internet connectivity, providing each student with a chromebook and a gmail account.
  - b. Any student engaging in online learning will be given access to a Chromebook and literature for free wifi if requested.
  - c. CMS will prioritize the provision of technology, or, alternatively, in-person instruction, to students that are otherwise without access and should include in their reopening plan the steps taken to address the technology need and how it will be resolved as soon as possible.
  - d. Extra chromebooks for teachers who are moving on carts will be issued to maintain setup.
  - e. The District has purchased hot spots for parents that do not have access to internet and wifi.
  - f. Families needing technology or wifi will need to contact the school at 609-522-1522 or email the principal- [lhulier@crestmem.edu](mailto:lhulier@crestmem.edu) for assistance. They may also reach out to our online support teachers.
    - i. Before the school year begins online support teachers will reach out to the parents of our virtual students by phone and letter to see if any assistance is needed.
3. Curriculum, Instruction, and Assessments:
- a. In planning curriculum, instruction, and assessment for reopening, CMS will focus on building staff capacity to deliver highly effective instruction in a five-day-a-week schedule with extra time to allow social distancing and sanitizing of classrooms and common areas.
  - b. Virtual learning will be available to any student who opts out of in person learning for any reason and will conform to the Online Learning Guidance. (see Appendix V)
  - c. CMS will use benchmark and assessment resources to develop student-specific educational plans that will address any learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS).
  - d. The district's staff and administration will continue to update and modify curriculum maps, scope and sequence to meet student learning needs. Each subject area curriculum is strategic and focused on a sense of shared purpose that encourages collaboration among educators, and fosters an effective partnership approach with students' family members and caregivers.
  - e. CMS will provide additional professional learning that will better equip leaders, staff, substitutes, students, and parents/caregivers to adapt to altered educational environments and experiences. Among the most critical focus areas are training to address the learning loss for the most vulnerable populations (students with disabilities, English language learners, students without proper technology or internet access, etc.), and preparing and supporting educators in meeting the social emotional, health, and academic needs of all students.
  - f. Additional PD will be presented in August and during the first week of

Professional Development training for staff for Google Classroom, ScreenCastify, Google Suite, Lalilo, IXL, Happy Numbers. These programs will be used for virtual learning and in the classroom.

- g. CMS will change their 20/21 School Calendar to hold three professional development days for all staff to be trained extensively about all procedures and requirements in regards to opening school during a pandemic.
- h. CMS will hold professional development sessions with our literacy program, Collaborative Literacy to discuss alternate teaching methods when small group instruction cannot take place.
- i. CMS will provide an extra day of professional development in addition to the three days prior to the beginning of the school year for any new employees: full time, part time, or long term substitute.
- j. CMS will not have any field trips, classroom parties, night events until the pandemic has ended.

Closing: Mapping the Road Back for education in New Jersey will require a collaborative, comprehensive, and careful approach to reopening schools as well as school district flexibility to pivot should health conditions change. Still, New Jersey residents, students, and educators are resilient and with the guidance offered in this document, districts will be able to successfully develop plans that allow schools to reopen in a way that protects students' and educators' physical health while providing high-quality education. Please visit Appendix VI to see our FAQ that was sent home to parents prior to the beginning of the school year.

## Appendix I

### Daily Procedures

Homeroom:	<ul style="list-style-type: none"> <li>● Students will enter through designated entrances, beginning at 8:05.</li> <li>● Homeroom teachers will be ready in their classrooms at this time, while staff on duty will direct students to their designated entrance.</li> <li>● All students and staff are masked at this time.</li> <li>● As students come and are seated, the teacher will perform a short health questionnaire while taking students' temperatures.             <ul style="list-style-type: none"> <li>○ The nurse should be called for students whose health questionnaire suggest further evaluation.</li> </ul> </li> <li>● Homeroom and duty are extended until 8:30. No student should be sent to the office as late during this time. Students who are being dropped off after 8:30 can be dropped off at the main office, with the exception of pre-school.</li> <li>● Pre-school 3 and 4 will arrive at 8:30, and enter through the classroom exterior doors.</li> <li>● Students will only be allowed to take off their masks at the teacher's direction/if all students are seated and 6 feet apart, at minimum.</li> </ul>
Schedule/ Classrooms:	<ul style="list-style-type: none"> <li>● Our schedule is staying very similar to our current schedule, with some modifications.</li> <li>● Periods are 30 minutes long. This is to accommodate extra time for homeroom and build in time for periodic hand washing.</li> <li>● Many rooms and middle school homerooms have shuffled to accommodate larger grade levels in larger classrooms.</li> </ul>
Hallway Flow:	<ul style="list-style-type: none"> <li>● Students will not rotate from class to class and will remain stationary in their homerooms for the large majority of the day. Instead, teachers who teach multiple homerooms will move to each homeroom they teach throughout the day.</li> <li>● Hall monitors in the middle school wing will be available to help with teacher transition and student supervision. Hallway monitors will also assist in controlling/limiting bathroom usage.</li> <li>● 2nd grade and below will not rotate for science and social studies.</li> <li>● Basic skills, speech, OT/PT, and Resource room students will continue to be pulled.             <ul style="list-style-type: none"> <li>○ Those teachers should be prepared to sanitize work stations after each student's use.</li> </ul> </li> </ul>
Specials:	<ul style="list-style-type: none"> <li>● Like subject area teachers, special area teachers will also rotate to the classrooms of the students they teach, with the exception of gym.</li> <li>● Students will be moving through the hall for gym. Teachers will escort their class to and from the gym, with all being masked and following floor markers for distancing.</li> </ul>

<p>Recess:</p>	<ul style="list-style-type: none"> <li>● Students who have recess built into their schedule will be able to have recess in designated areas outside.</li> <li>● Teachers should consider directed activities that involve social distancing.</li> <li>● During inclement weather, teachers can have students play games from their tables, have technology time, etc.</li> </ul>																		
<p>Lunch:</p>	<ul style="list-style-type: none"> <li>● Lunch has been broken up into three periods.</li> <li>● Only 60 students can eat in the cafeteria at a time.</li> <li>● 1st lunch (Preschool 3-K): 11:00-11:30 - All students in the cafeteria.</li> <li>● 2nd lunch (1-4): 11:45-12:15 - Two grade levels can eat in the cafeteria on any given day.</li> <li>● 3rd lunch (5-8): 12:30-1:00 - Two grade levels can eat in the cafeteria on any given day. <ul style="list-style-type: none"> <li>○ Example:</li> </ul> </li> </ul> <table border="1" data-bbox="347 716 1481 1029"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>Week A</td> <td>Grade 5/6</td> <td>Grade 5/6</td> <td>Grade 5/6</td> <td>Grade 5/6</td> <td>Grade 5/6</td> </tr> <tr> <td>Week B</td> <td>Grades:7/8</td> <td>Grades:7/8</td> <td>Grades:7/8</td> <td>Grades:7/8</td> <td>Grades:7/8</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>○ On off days, students will eat in their classrooms.</li> <li>○ These will continue to cycle week after week.</li> <li>○ Teachers will continue to have their lunches at this time, and staff assigned to lunch duty will come relieve teachers.</li> </ul>		Monday	Tuesday	Wednesday	Thursday	Friday	Week A	Grade 5/6	Week B	Grades:7/8	Grades:7/8	Grades:7/8	Grades:7/8	Grades:7/8				
	Monday	Tuesday	Wednesday	Thursday	Friday														
Week A	Grade 5/6	Grade 5/6	Grade 5/6	Grade 5/6	Grade 5/6														
Week B	Grades:7/8	Grades:7/8	Grades:7/8	Grades:7/8	Grades:7/8														
<p>Dismissal:</p>	<ul style="list-style-type: none"> <li>● Students will exit the building through the designated doors they entered.</li> <li>● Pre-school 3-4 will dismiss at 2:30.</li> <li>● Parents can expect to pick their pre k-5th grade child on New Jersey Avenue while middle school parents can expect to pick up their child from Pacific Avenue.</li> </ul>																		

## Appendix II

### Policy Updates

#### 1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

#### A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

##### 1. Transportation

- a. If the school district is providing transportation services on a district-owned school bus, but is unable to maintain social distancing, a face covering must be worn upon entering the school bus by all students who are able to do so in accordance with A.2.c. below.

(1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.

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c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.

d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.

(1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.

(2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

(3) Results must be documented when signs/symptoms of COVID-19 are observed.

(4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.

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(5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.

(6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.

(1) 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, the visitor's entry to the school/district facility may be denied.

c. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

(1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.

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d. Exceptions to the Requirement for Face Coverings

(1) Doing so would inhibit the individual's health.

(2) The individual is in extreme heat outdoors.

(3) The individual is in water.

(4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.

(5) The student is under the age of two and could risk suffocation.

3. Facilities Cleaning Practices

a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.

b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

4. Wraparound Supports

a. Mental Health Supports

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The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

5. Contact Tracing

a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.

b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.

c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.

d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.

e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

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### B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

#### 1. Scheduling

a. The school district's Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.

b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.

c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

(1) Special Education and English Language Learners (ELL)

(a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.

(b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

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2. Staffing

a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans

Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.

b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

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c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

(a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

(a) The school district shall ensure:

(i) All novice provisional teachers new to the district be provided induction;

(ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;

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(iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;

(iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and

(v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

### (3) Evaluation

(a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

### 3. Career and Technical Education (CTE)

a. The school district shall implement innovative learning models for new learning environments regarding CTE.

b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.

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c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

E. Virtual Learning After Reopening Plan Capacity Reached

1. Upon reaching capacity limits for in-person education, The Board of Education shall admit all non-special education students to its virtual learning program, free of charge, for persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education. Special education students will have the option of enrolling in in-person school or virtual learning as long as COVID-19 precautions are being observed by the school district.

2. Capacity limitations will be determined by limits applicable for social distancing standards and be grade specific. The Superintendent will document capacity limits and make all new enrollees aware of capacity limitations. All other Eligibility standards outlined under N.J.A.C. 6A:22-3.1 will be observed.

## Appendix III

### Employee Screening Protocol

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If you experience any of the above symptoms, we ask that you see a qualified health professional at your earliest convenience and abstain from entering the school building or having in-person contact with staff or students. Once cleared by the appropriate medical personnel of illness, you may return to CMS. In our effort to limit the spread of COVID-19, we ask that you keep the school nurse informed of your health status if you suspect you have COVID-19. All screening information will be kept confidential by the Superintendent's Office and the nurse.

## Appendix IV

### Student Screening Protocol

#### **Morning Screening Protocol**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to staff or students, we are asking families to make sure that children do not have multiple symptoms or a fever before entering school. These symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Rash
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If you experience any of the above symptoms, we ask that you see a qualified health professional at your earliest convenience and abstain from entering the school building or having in-person contact with staff or students. Once cleared by the appropriate medical personnel of illness, you may return to CMS. In our effort to limit the spread of COVID-19, we ask that you keep the school nurse informed of your health status if you suspect you have COVID-19. All screening information will be kept confidential by the Superintendent's Office and the nurse.

# Appendix V

## Virtual Learning

Crest Memorial School  
Virtual Learning Plan

### **Virtual Learning through Opt-Out**

- Students can opt out of in-person learning at any point.
- If a family chooses to be online, they have to wait until the next marking period to switch back to in person learning.
- All teachers will be required to have a Google Classroom to start the year
- Each student will have a Crest Gmail account
- Assignments will be added to Google Classroom by classroom teacher
- Classroom teacher responsible for assigning all work through Google Classroom.
- Online support teacher will be responsible for collecting, grading completed work and (if needed) providing additional support.
  - Grade students for report cards
- Online Support Teacher
  - At least 3 Zooms a week for Math and Language Arts
- Classroom teachers will use ScreenCastify (Chrome Extension) to create a library of mini lessons that reflect new content for students that will be located on the classes Google Classroom.

### **Virtual Learning through Potential School Shutdown**

- All students will have access to a school Chromebook if needed.
- Families will be directed towards free internet service as information becomes available.
- Teachers will be required to provide 20 minute virtual lessons in math and language arts three days a week (Zoom, ScreenCastify, Youtube, or other video resources) each and 1 20 minute virtual lesson for Science and Social per week.

- Students will be benchmarked virtually through Lalilo, Happy Numbers, and IXL.
- The grading system will be very similar to our in person learning grading system.
- Participation expectations will be similar to in person learning.

#### **Opting into Virtual Learning**

- We are asking parents to notify Crest Memorial School by August 14th if they would like to opt into virtual learning for the 20/21 school year.
- If a family wants to opt into virtual learning during the school year, they may do so.
  - Students will have to wait one week until they are fully recognized as a virtual learner. They will have access to assignments and mini lesson videos through Google Classroom, but we are requiring one week for our online support teacher to prepare.

#### **Opting out of Virtual Learning**

- During the course of the school year, Crest Memorial School understands that parents may wish to opt back into in person learning.
- We are requiring students wait until the next marking period to begin in person learning.

## Appendix VI

### Frequently Asked Questions (FAQ)

1. *Will there be a common online learning platform?*

-- Yes, teachers will use Google Classroom as their virtual classroom in grades PreSchool to eighth grade.

2. *Can I change my mind and opt-out or opt-in (in-person or all virtual)?*

-- Yes, after the first marking period (November 8) families can change from virtual to in-person. Please notify the school in writing (letter or email) on or before October 16, 2020. Students can opt out of in-person and switch to virtual learning at any time. Please allow classroom and virtual teachers 24 hours to make adjustments before virtual meetings begin.

3. *What will happen if a virtual teacher is absent? Will there be a substitute?*

-- If a virtual teacher is absent, you will be notified by the teacher, and “live” virtual classes (i.e., Zoom) will most likely be canceled. It is unlikely that a substitute teacher will be able to conduct a virtual lesson. Content videos introducing new content should still be viewed and Google Classroom assignments completed.

4. *Will my child have the same teacher(s) throughout the school year?*

-- Due to constantly changing circumstances related to COVID-19 safety precautions, students are not guaranteed to have the same teacher(s) throughout the entire school year. Changes may occur after the first marking period and/or when CMS returns to the pre-COVID-19 schedule.

5. *Will the District provide a face covering?*

-- Yes, but it is recommended that you supply an extra in case it is damaged or is misplaced. Your child must come to school the first day with a face covering on.

6. *Are face coverings required outside?*

-- Yes, unless they are directed by school staff that it is safe to remove their mask. Staff will make sure all students are socially distanced before allowing students to remove masks. It is especially important that masks are worn during drop off and pick up because there is so much movement in and around the building.

7. *Are face shields permitted?*

-- Yes, but only in addition to masks. Face shields alone are not permitted.

**8. *If my child cannot wear a face covering due to a medical condition, can they still come to school?***

-- Yes. If your child is unable to wear a face covering due to a medical condition, a doctor's note should be submitted to the school nurse before the start of school.

**9. *What happens if a student or teacher tests positive for COVID-19?***

- If student or staff shows symptoms in school the following steps will happen
- a. They go into isolation
  - b. Have further evaluation from school Nurse
  - c. Exit building directly from isolation room
  - d. Go to Urgent Care for expedited testing
  - e. School contact traces all who were in contact
  - f. All who were in contact informed of any positive tests
  - g. Those in close contact, self isolate for 14-days from last known exposure.
  - h. Anyone who tests positive and has symptoms is unable to return until a doctor documents he/she is safe to return to school.

-- Students in self isolation due to exposure will participate in virtual learning from home.

-- Along with a doctor's note, students should have no symptoms before returning to school.

**10. *Can I request technology?***

-- Yes, Chromebooks are available for students who need technology at home. The school district also has wifi hotspots if a household does not have internet access.

**11. *Will I need workbooks and textbooks for full virtual learning?***

-- Yes. Parents will be asked to pick up resources that will be required for full virtual learning from the front vestibule by the Main Office on St. Louis Ave.

**12. *Will my student meet the teacher and see the classroom before school starts?***

-- Teachers will be reaching out to families to set up Zoom meetings with students next week in grades Preschool through 3rd grade. Students will be able to meet their teacher and take a peek at their classroom online. All virtual teachers will also be reaching out to meet their virtual students in all grades. The virtual teachers will be talking about the schedule and expectations.

13. ***Will attendance be required on virtual days?***

-- Yes, students will be required to check-in on Google Classroom. Attendance will be documented by the online support teacher.

14. ***What happens if I can't do virtual learning sessions due to daycare/job?***

-- Virtual learning will include a combination of activities, such as pre-recorded lessons and online/offline activities. These can be done outside or within school hours. Live lessons via Zoom will also be offered, but unfortunately, will only be offered during school hours. When possible, the live lessons will be recorded and able to be viewed at a later time.

15. ***How do I contact my teacher?***

-- The best way to reach teachers is by email. Other forms of communication (phone call or Zoom conference) can be scheduled for later times. However, email is the best way for initial communication with teachers.

16. ***Will my child still have a snack?***

-- We are requesting parents (PK-4th) provide a healthy, individually wrapped snack daily for their child. All snacks must be individually packaged. If providing snacks for a birthday or celebration please schedule through the classroom teacher. Birthday snacks are not to be dropped off at school by parents and must be scheduled with classroom teachers in advance.

17. ***Will my child have special area classes?***

-- Yes, students will have access to special area classes. Special area teachers will upload activities within grade spans: K-2, 3-5, 6-8 onto Google Classroom for students to complete. If a family has any questions regarding an activity, we ask that you email the special area teacher directly. All staff emails can be accessed at:

<https://www.crestmem.edu/domain/55>

18. ***What are the accommodations for special education and ESL students?***

-- Special education and ESL services will be provided by the appropriate staff. Please reach out to Donna Groon, Supervisor of the Child Study Team, for more information regarding special education and Dianne McDevitt for ESL Support. Email addresses listed here: <https://www.crestmem.edu/domain/55>

19. ***Will my children be going on field trips?***

-- There will be no field trips for the foreseeable future.

**20. *Are parents allowed in the school building?***

-- Until further notice, school parties, fundraisers, and classroom helper activities are canceled. We are also asking parents to try and limit visits to the school by ensuring your child(ren) have all their necessary belongings upon arrival (i.e.) gym shoes, homework, lunches, etc.

**21. *What should I do with my child for arrival in the morning?***

-- We are asking parents to direct their children to come into the building as quickly and efficiently as possible. There will be ample staff to assist your child in finding their way to their classroom. Please have your child wear his or her opening day stickers for the first three days of school. Stickers will be sent home with CMS's opening letter.

**22. *How do I pick up my child(ren) at the end of the day?***

-- Grades PK3 through Five: Parents should go to the classroom door or the end of the hallway door where the children enter the building. This is on the map being sent home in CMS's Opening Letter. There will be letters on your child(ren)'s homeroom doors for parents to identify their child(ren)'s classroom. Teachers will release your child(ren) when they see you. We are asking that parents try to social distance and wear a mask at pick up. Please refrain from parent/ teacher discussions at pick up and make an appointment by email if you need to talk to your child(ren)'s teacher.

**23. *Will there be enrichment for the students?***

-- Students have not had in-person learning since last March, and we are going to begin enrichment activities during the second marking period. During the first marking period we will be focused on reacclimating students to in person schooling. We will assess and place students who need extra support or enrichment in the appropriate programs beginning in the 2nd marking period.

**24. *What if my child does not have a bathroom in his or her classroom?***

-- Any students who do not have a bathroom in their classroom will have to use a common area bathroom. In order to ensure proper social distancing, students will be allowed in the bathroom one at a time. If a student is having an emergency, he or she will be permitted to use one of the bathrooms in the Library or Nurse's Office.

Thank you for considering CMS's safety precautions, as well as sharing your questions and concerns that made putting this FAQ page together. For CMS to remain open for in person schooling, we are relying on parents to help us make sure all necessary safety precautions are being followed. We look forward to welcoming our students back to school shortly and we know with a strong home-school partnership, we'll have another outstanding school year. If you have any questions or concerns, please feel free to contact the school at 609-522-1522.