

HADDON TOWNSHIP BOARD OF EDUCATION
Appendices for Restart & Recovery Plan Policy 1648

1648 APPENDICES

Appendix C

Critical Area of Operation #3 – Transportation

This school district should include in Appendix C the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board’s Plan – Section A.1.c., including, but not limited to:

Transportation

1. Since social distancing will not be possible on the bus, all students and staff will be required to wear a face covering on the bus. 2.
2. The bus will be properly disinfected between runs whenever possible. Each bus will be thoroughly cleaned everyday.
3. Since social distancing will not be possible on the buses, students will board buses with masks. In addition, students should either socially distance or wear a mask at the bus stops.
 - a. Children will be required to have a mask on before they board the bus.
4. Windows will be open on the buses when possible.
5. Drivers will be trained properly to adhere to social distancing requirements.
6. Aides will be available on all bus routes
7. Aide in Lieu is available upon request.
8. The district will communicate the social distancing and cleaning expectations to encourage parents that are not comfortable with the requirements to waive transportation.
9. The transportation department will be trained on the protocols of the district.

Appendix E

Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

This school district should include in Appendix E the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.e., including, but not limited to:

1. Students and staff will be required to self-monitor prior to coming to work/school daily. Evidence will be verified through the student information system (SIS).
2. The SIS system will be monitored daily to ensure that pre-screening has occurred. The fever threshold has been identified by the school physician as 100.4. 3.
3. Any staff or student exhibiting a fever will report to the isolation room for further direction. The school nurse will dress in full PPE to determine the appropriate steps to address the concern. Should it be decided the student/staff member should go home, the student/staff member will be provided with appropriate protocols for return to school.
4. The school physician and department of health have provided guidelines for students/ staff members that test positive within the district Standing Orders.
5. Parents will be informed of the policy and procedures prior to the start of the school year. If a student becomes ill or suspected of being symptomatic, a flyer with protocols will be provided at the time.
6. All staff members will be required to wear a face covering when social distancing cannot be accommodated. A face shield may be worn when social distancing can be accommodated. All visitors must wear a face mask upon entrance to the building.
7. Students will be required to wear a face mask. Mask breaks will be incorporated into the school day.
8. If a visitor refuses to wear a face mask entrance will be prohibited.
9. Expectations for social distancing and face coverings will be provided prior to the start of the school year. Teachers will establish clear routines and procedures for students at the start of the school year. A map of each building will be provided to illustrate student flow, entry, exit, and common areas.

Appendix F

Critical Area of Operation #6 - Contact Tracing

This school district should include in Appendix F the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.f.

Contact Tracing

1. The superintendent and any designee(s) will work closely with the Camden County Health Department to support any efforts towards identifying students/staff necessary to facilitate contact tracing for confirmed COVID-19 cases that impact the district/school community.
2. The NJDOE Guidance does not include any “anticipated minimum standards” for contact tracing. However, all school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the Superintendent or designee should be provided information regarding the role of contact tracing conducted by State, county, and local officials.
 - a. School officials should engage the expertise of their school nurses on the importance of contact tracing.
 - b. The NJDOE will credit certified School Safety Specialists with three hours of training upon completion of Johns Hopkins University's COVID-19 Contact Tracing course.
3. The district will contact the Department of Health when there is a positive case of COVID19.
4. The district will keep cohorts organized and share information in compliance with FERPA and HIPAA
5. The superintendent and any designee(s) will work closely with the Camden County Health Department to support any efforts towards identifying students/staff necessary to facilitate contact tracing for confirmed COVID-19 cases that impact the district/school community.
 - a. The district will provide anonymous means for parents and staff to complete in the event that there are symptoms or suspected exposure. In addition, each school will encourage families to report student absences using our current SIS system.

Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices

This school district should include in Appendix G the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.g.

Facilities Cleaning Practices

1. The Supervisor of Facilities and Maintenance will develop a Cleaning/Disinfectant Manual. All custodial staff will be trained on the procedures and expectations prior to the start of the school year.
2. High-touch surface areas will be cleaned throughout the day through scheduled cleaning.
 1. Bathrooms will be cleaned on a cycle schedule.
 2. The use of water fountains will be prohibited unless filling a water bottle.
 3. Hand sanitizer will be provided to each classroom.
 - a. The custodian will routinely check hand sanitizer stations for refill.
4. All custodial staff members will have access to sanitizing wipes.
5. See transportation section.
6. See classroom testing and therapy rooms.
7. All custodians have been properly trained in proper cleaning and disinfecting methods. In addition the district has hired an outside cleaning service to disinfect the buildings nightly.

Appendix K

Academic, Social, and Behavioral Supports

This school district should include in Appendix K supplemental materials, evidence, and further explanations of the elements listed in the Academic, Social, and Behavioral Supports section in the Board's Plan – Section A.2.a. through A.2.e.

Educator Well-Being

1. SEL/Wellness Committee created to address concerns and brainstorm solutions to district's SEL/Wellness needs
2. The district is requiring staff to complete a professional development module on "Taking Care of Yourself."
 - a. The district is providing time throughout the school year for teachers to voice concerns, debrief, and give suggestions for how to improve
 - b. Counselors have provided resources and recommendations to staff regarding mental health needs.
 - c. Wellness information is accessible online.

Trauma-Informed SEL - Before September

1. Counselors are available to meet with students to address trauma related to COVID and/or other concerns
2. Staff will complete training on strategies to promote student engagement and social connections.
3. Ongoing counselor support is available for staff and students as outlined in our multi-tiered system of support. Additional support for staff is available through our Employee Assistance Program.
4. Resources are available for staff and parents on the district website, providing information regarding how to talk to students about their health needs (social, emotional and other). Time during the professional development
5. week will be provided to allow staff to reconnect, and a guidebook has been created by and for staff for the first month of school which deliberately addresses supporting student connections.
6. Professional development time in September will be provided to discuss cultural competencies, equity and SEL.
7. Additional student check-ins from the counselors are available in addition to monthly lessons at the elementary level. Regular check-ins for students and families in need are also provided, as are activities for social engagement for students who are all remote.
8. The Employee Assistance Program is available through Genesis

Trauma-Informed SEL- School Year

1. Additional time has been built into the schedule to address SEL needs. For staff this includes faculty meeting time and teaming time. For students this includes time during the school day, including the advisory program.
2. Staff will be provided faculty meeting time to discuss COVID concerns
3. PD time will be provided in September to discuss cultural competencies, equity and SEL
4. Counselors will continue to provide weekly support newsletters to families and students to help establish connections with the school staff and to provide suggestions for support.

School Culture and Climate

1. Programs and enhancements are in place within each of schools in order to continue supporting a positive school climate. They include but are not limited to:
 - a. The Character Counts program in the elementary schools, including celebrations and recognition ceremonies. Video tours of the buildings and welcome back messages from teachers and staff for all students. Remote and in-person counselor and principal visits to classrooms. Daily motivational messages for staff and students. Continued work with local charitable organizations.
 - b. The Hawk of the Month program and celebrations in the middle school. On-going advisory program for all students. Continued work with local charitable organizations, including the Ronald McDonald House (multi-year effort). On-going events associated with One Book One School.
 - c. High School Student Council sponsored events for students, including virtual spirit days. Welcome-back student-created videos featuring staff, students and administration. Video tours of the buildings. Continued work with local charitable organizations, such as Go for the Goal and
 - d. On-going clubs and afterschool organization meetings (held remotely)

Appendix N

Scheduling of Students

This school district should include in Appendix N the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.3., including, but not limited to:

180 Days

1. School Schedules: equitable in-school time
 - a. Synchronous
 - i. High School 7:45-11:45
 - ii. Middle School 8:15-12:15
 - iii. Elementary School 8:30-12:30
 - b. Lunch/Prep
 - i. High School 11:45-1:00
 - ii. Middle School 12:15 - 1:30
 - iii. Elementary School 12:30 - 2:00
 - c. Afternoon Remote
 - i. High School 1:00 pm start
 - ii. Middle School 1:30 pm start
 - iii. Elementary School 2 pm start
 - d. Active Remote PM Duration
 - i. High School 120 minutes
 - ii. Middle School 90 minutes
 - iii. Elementary School 60 minutes
2. Recommendations: The district will train families in ways to best support student learning at home, as our youngest learners require more structure and supervision. Teachers will aim to support students in-person and remotely to maintain a seamless continuity of learning.
3. The district will incorporate a 2-cohort hybrid model.

Appendix O

Staffing

This school district should include in Appendix O the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Sections B.4., B.5., and B.6.

Instructional Staff

1. Instructional staff is being utilized to leverage smaller class sizes and small cohorts of students with limited group interactions. Staff will be used to support safe entrance, exit, and restroom procedures. They will also become familiar with online platforms - and help students/families to become familiar with those platforms as well.
2. Staff will continue to plan standards-based lessons with predictable routines/structures, while remaining flexible to respond to individual needs.
3. Wellness is a major component of the 2020-21 instructional schedule, to provide teachers time to address health, hygiene, and social-emotional needs.
4. Online platforms will continue to be utilized to provide timely feedback to students and parents. Clear instructional guidelines have been created and will be communicated with staff, students, and families.
5. Providing materials, manipulatives, and items for at-home activities at no cost to families.

Administrators

1. Administrators will work with staff to ensure safe, efficient operations of each school building. Schedules are being developed that minimize the number of students in the hallways at any one time, keep building entrance/exit procedures efficient and safe, and maximize instructional time (while still
2. Taking into account the additional wellness, SEL, etc. needs of staff and students).
3. Instructional aides will be used to support the teachers with both in-person and remote instruction. Administrators will collaborate to provide PD opportunities for staff and families to maintain high-quality instruction in all learning environments. Instructional expectations will be communicated to establish consistent, comprehensive learning experiences and support for students.
4. The administrative team will continually assess teacher, student, and parent needs. Remote platforms will be used to continue virtual “face to face” interactions with students and parents.
5. Administrators will consider roles for staff with health concerns, and leverage them to enhance virtual learning to the greatest extent possible. Staff members will be surveyed to identify accommodations for health and child care as appropriate.
6. The district will follow all current and emerging guidance from the NJ DOE with respect to teacher and administrator evaluation.

7. Scheduling has taken into account family preferences for learning environments (all-remote, hybrid, in-person) and teacher needs/accommodations. The schedule includes time for hygiene/safety protocols and wellness/SEL activities, while maximizing instructional minutes to the greatest extent possible.

Educational Services Staff

1. Educational services staff will push into classrooms (with the exception of individual counseling and some contracted service providers), to continue service delivery while minimizing student movement in the building. They will assist with the development of implementation of adjusted schedules, and
2. Communicate with teachers and families to provide timely feedback and support.
3. Educational services staff will support teachers by providing services that complement classroom instruction. Online support may be used as a suitable alternative to avoid in-person contact when possible.
4. Educational services staff will lead small group instruction that embeds SEL into lessons.

Support Staff

1. Support staff will assist the classroom teachers to support safe operations within the building and classroom.
2. Support staff will provide real-time support during in-person and virtual sessions. They will also facilitate the virtual component of synchronous online interactions.
3. Support staff will work with the teacher to support student wellness and SEL. Family workers will provide support to families via virtual platforms.

Approved: December 17, 2020