

Harry S. Truman School
Restart of School Plan
August 21, 2020



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TRUMAN ELEMENTARY SCHOOL
RESTART OF SCHOOL PLAN

Preface

In June 2020, the New Jersey Department of Education (NJDOE) released guidance for the reopening of our public schools in a 104-page document entitled: *The Road Back Restart and Recovery Plan for Education*. As outlined in this document and in order to ensure a safe and equitable opening of schools for in-person instruction for all students and staff, school districts were required to produce a Restart of Schools Plan for each school which would effectively address the “minimum standards” in specified “key subject areas” and must share with their communities this plan four weeks before the start of the 2020-21 school year, as defined by each school district’s approved school year calendar.

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

The Sayreville Public Schools in their district Restart of Schools Plan directed each of our schools’ principals to convene such a committee for the purpose of developing individual School Restart Plans that are in alignment with the district’s plan. The committee was to primarily consist of building administration and faculty. The schools were further encouraged to include one or more support staff members, including custodians, secretaries, paraprofessionals, food service workers as well as parents/guardians.

On August 21, 2020, the district resubmitted its 2020-2021 Restart of School Plan to the NJDOE and requested that it be permitted to provide full time remote learning for all students in the district for the entirety of the first marking period, which ends on November 12, 2020.

This plan may be changed/updated as needed depending on guidance or directives from the Governor, CDC, NJDOH, NJDOE, or district administration.

Leadership of Planning

Stakeholder Involvement

School Restart Committee

Shortly after the district plan was shared with the community, Truman School assembled a site-based School Restart Committee and convened meetings for the purpose of developing this individual School Restart Plan that is in alignment with the district plan. The committee consisted of administration, faculty members (regular ed and special ed) an Academic Support Instruction (ASI) teacher, CST member, and the school secretary. The committee also consisted of a school nurse, a guidance counselor, a custodian, a paraprofessional, a food service worker, and a parent that is a PTO officer.

Team Members: Amy Stueber, April Magistro, Randy Levy, Dawn O'Hara, Tina Kiernan, Mihana Avdiu, Lisa Csapo, Maryanne Ford, Donna Porpora, Rachel Goodman, Cindy O'Brien, Barbara Droulette, Doreen Orizio, Kris Dennis, Alex Calsetta, Nancy Manino.

Meeting Dates: 8/11/20, 8/18/20, 8/24/20

Goals:

- To implement the district plan and to meet the needs of Truman School.
- To communicate the plan to the staff, parents, and community of Truman School.
- To create procedures and protocols to make the transition back to in person instruction as easy as possible.

Scheduling-Full Time Remote or Virtual Instruction Option

The NJDOE is providing parents with the option to have their children participate in full time virtual learning. Upon receipt of a written request, the principal will confirm with the parent/guardian a start date and end date for participation in the fulltime remote learning program. However, all requests for transfer in/out of full time remote learning, or any changes to dates or participation must be submitted in writing by the parent/guardian to the student's principal at a minimum of five school days in advance of the change and/or requested start date.

Phase Approach

Rather than develop a single plan to start in-person instruction before thrusting the district back into full time "normal" instruction, the district's plan will utilize a phase methodological approach so that students and staff can slowly and safely re-acclimate themselves with in-person instruction in a school building environment. The district will utilize the available health data provided by the NJDOH and NJDOE to transition from one phase to the next.

Flipped Classroom Virtual Foundation

For the past decade, especially with the advancement of technology infrastructure, devices, and platforms, school districts have been exploring what is called a "flipped classroom" instructional approach where the foundation of learning is developed at home virtually and then supported and supplemented by in-person instruction in school. Although the research on this philosophical approach is generally inconclusive and thus may not be supported during normal learning conditions, due to the COVID-19 pandemic, this plan will rely heavily on it during the first two phases (Phase 2a and b) before slowly transitioning back to traditional in-person learning supported and supplemented by virtual instruction beginning in Phase 3 and then Phase 4.

Phases

Truman School will follow all phases of the district "Restart of School Plan." The decision to move from one phase to the next will be made at the district level, or at the direction of the NJDOH or Governor. Please refer to the district plan for the specific requirements of each phase.

PHASE 1

- Full-time Remote Learning for all students

PHASE 2A

- Abbreviated day in-person instruction for students broken into two cohorts A & B one day per week for each cohort.
- When students are not in school for in-person instruction, they will be required to participate virtually in synchronous instruction during that time.

Monday	Tuesday	Wednesday	Thursday	Friday
Virtual	Cohort A	Virtual	Cohort B	Virtual

PHASE 2B

- Abbreviated day in-person instruction for students broken into two cohorts A & B two days per week for each cohort.
- When students are not in school for in-person instruction, they will be required to participate virtually in synchronous instruction during that time.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort B	Cohort A	Virtual	Cohort B	Cohort A

PHASE 3

- Abbreviated day in-person instruction for all students broken into two cohorts A & B four days per week for each cohort.
- When students are not in school for in-person instruction, they will be required to participate virtually in synchronous instruction during that time.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A & B	Cohort A & B	Virtual	Cohort A & B	Cohort A & B

PHASE 4 -The New Normal

- Full day in-person instruction for all students five days per week.

Monday	Tuesday	Wednesday	Thursday	Friday
All Students				

Policy and Funding

Equity

Access to Technology Devices and Wi-Fi

Regardless of the type of instructional delivery the parent/guardian of a student chooses, every student will have access to a device. Students whose families cannot afford, and do not have access to internet services will have them provided by the district through Altice.

For a hybrid instructional model as outlined in phases 2a, 2b, and 3, classrooms will have the ability to provide synchronous instruction via simulcast to in-person and remote learners. The district will be supporting Google Meet and WebEx for simulcasting instruction.

Understanding the need for communication between parents/guardians and school personnel, the district will support Webex and Google Meet. While these services will be utilized by teachers to provide instruction to remote learners. Administrators, child study team members, and school counselors will also use these platforms to conduct meetings with parents/guardians including, but not limited to IEP meetings.

Student Attendance

The Sayreville Board of Education believes that in-person instruction is the best form of delivering instruction, parents/guardians who choose remote learning for their children during the pandemic must make certain that children attend classes. For students who attend in-person instruction, established attendance policies will apply. Attendance during hybrid and virtual instruction is also required and recorded. During all-virtual days and synchronous learning periods, students who are remote learners will have their attendance recorded by their homeroom teacher via their presence in a Google Meet or WebEx.

Delivery of Instruction

The district is committed to making certain that teachers deliver instruction using the best practices available. To that end, during the summer prior to schools reopening, and throughout the rest of the year, the district will provide teachers with professional development workshops to enhance teacher delivery of instruction to remote learners. The district is committed to providing remote learners with the best instruction delivered utilizing the best practices via synchronous instruction, as well as a virtual platform. Should it be necessary to shut the schools down once again, even for a limited time, the teachers will be better prepared to deliver virtual instruction to all students, ensuring that students learning remotely are given the best opportunity to learn and do not fall behind their classmates receiving in-person instruction.

Food Security

In order to provide the safest environment for our students while social distancing restrictions are being enforced, the district will provide students who are eligible for free and reduced meals (FARM) or who pay full price, with a grab and go meal option for students to eat breakfast and lunch in school. The students will eat both in their homeroom classrooms.

Staff Employment Protection

Refer to the district's "Restart of School Plan" for detailed information.

Conditions for Learning

Personal Protection Equipment and Procedures

Personal Protective Equipment

Face Covering: The Sayreville Public Schools is requiring that all staff, students, and visitors wear a face covering at all times while on school grounds. Students and staff that wish to be exempt from this policy, must provide medical documentation to be included in an IEP, 504, IHP, or other appropriate student/staff plans for accommodation procedures. Staff, students, and visitors will be required to provide their own face coverings as required under New Jersey executive orders. A limited supply of disposable face coverings will be available at the main entrance of all buildings and in the nurse's office.

Students failing to comply with face covering procedures and policies will be referred to administration and the student code of conduct will be applied to them. Staff failing to comply with face covering procedures and policies will be referred to their immediate supervisor and human resources for appropriate action.

Staff operating in an isolated area of a building with no contact with other people may remove their face covering, but must have it with them and they must return to wearing a face covering when contact with other people is resumed (examples include, but are not limited to: a single person office, a classroom after school/evening/weekend hours, night janitorial staff in an empty hall/classroom).

Visitors (inclusive of contractors) failing to comply with face covering procedures and policies will be denied entry to the buildings or escorted out of the building.

District medical staff will be provided with a supply of N95 disposable face coverings to use as appropriate, in the event of a suspected or confirmed COVID-19 or other contagious infection case.

Face Coverings on School Buses: Face covering must be worn by all staff on busses. Drivers may lower their mask once all passengers and the bus aide are seated and buckled, as to not hinder their sight while driving. All passengers must wear masks while on the bus.

Face Shields: The Sayreville Public Schools is providing all instructional and medical staff with face shields to use in addition to face coverings when working in close contact with students, or in such

limited cases where a face covering may not be possible and/or recommended to wear. The use of a face shield in place of a face covering must be approved and included in an appropriate accommodation plan.

Students and visitors will not be required to wear a face shield, nor will they be provided with a face shield. However, any student may choose to do so, as long as they do so safely, as defined by administration and medical staff. Face shields will not be considered a replacement for face coverings for students, unless approved in an appropriate accommodation plan. Face shields will not be considered a replacement for face coverings for visitors.

Sayreville Public Schools Defining of a Face Covering: While on school grounds a face covering will be defined as mask or other similar covering that:

- Completely covers an individual's mouth and nose at all times when in use
- Face coverings will not otherwise violate existing staff or student dress code policies
- Face coverings must adhere to CDC and NJ-DOH guidance
 - Currently the CDC does not recommend masks with exhalation valves or vents. Such masks will not qualify as a face covering while on school grounds. Such masks can be worn in addition to a face covering that does meet all other guidance and requirements.
- Face coverings must be maintained in a fashion that adheres to CDC and NJ-DOH guidance
- Face shields are not currently recommended by the CDC as a stand-alone face covering and should be worn in conjunction with a face covering that specifically covers the nose and mouth.
- For a face covering to be effective it must be worn correctly. CDC guidance for correctly wearing a mask is provided in the links at the bottom of this document and summarized in the following bullets
 - Put face coverings over your nose and mouth and secure it under your chin
 - Try to fit face covering snugly against the sides of your face
 - Make sure you can breathe easily
 - The CDC recommends that you wash your hands before putting on or touching your face covering. Face coverings should be fitted in a fashion so that the covering is not falling from a position or placement that covers the mouth and nose and does not require constant adjustment to maintain coverage over the mouth and nose.

Disposable Gloves: The district will provide disposable gloves to all staff that are identified as in need of hand to surface or hand to body contact protection for the purposes of conducting their assigned job responsibilities. Refer to the district's restart plan for more information.

Hand Sanitizer: All classrooms will be provided with hand sanitizer that can be used throughout the school day. There will also be hand sanitizer stations in main entrances and in areas identified as high traffic or high risk.

Disinfecting Wipes and Sprays: The district will provide staff with disinfecting wipe for use on any device or supplies that must be shared between students or class sessions. However, whenever possible, no devices or supplies will be shared. All staff will be responsible for ensuring that any device or supply that is shared is disinfected between uses.

Dress Code: The district's dress code must be adhered to at all times during both in-person and virtual instruction. Face coverings worn in the building should be school appropriate.

Personal Protective Procedures

Covid-19 Testing and Flu Vaccination: Refer to the district's restart plan.

Social Distancing: The school will require social distancing, which is defined as six feet or more between people, in all public and common areas of the building. Willful failure to adhere to social distancing guidelines will be subject to referral and action from the appropriate authority. Where social distancing may not be possible, maximum possible distancing will be adhered to. Exemptions to this procedure will be made where necessary to maintain the safety, health, wellbeing, and instructional integrity of the school environment and all those within it.

Social Distancing on School Buses: Drivers will use assigned seating to ensure that all students are spaced to the maximum extent possible on each bus. Parents/guardians choosing to utilize transportation will need to sign and return a waiver indicating his/her understanding of the fact that six foot social distancing may not be possible.

Social Distancing for Meetings: Whenever possible, all meetings will be held virtually. All in-person meetings must be approved by a district administrator. All social distancing requirements must be followed. See the district plan for more information.

Hand Washing/Sanitizing Frequency:

Handwashing is one of the most effective ways to prevent the spread of the virus and avoid getting others sick. Therefore, all teachers must teach students proper hand washing techniques and establish a hand washing routine within their classrooms. Hand washing times should include:

- Before and after eating food
- After using the toilet
- After blowing nose, coughing, or sneezing
- After touching garbage
- After having been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, screens, etc.
- Before touching eyes, nose, or mouth

The use of hand sanitizer is encouraged when soap and water is not available.

Ventilation

Since the current research on COVID-19 strongly suggests that it is primarily an airborne disease that is spread through tiny droplets of mucus and saliva that is expelled from an infected person's nose and mouth, the district will ensure that building ventilation and the filtration of air in all school buildings is functioning at the safest level possible.

- Unit ventilators in every room within every building will run from 4 am until 11 pm each day in order to maintain air quality by flushing out carbon dioxide and other potential airborne contaminants, such as COVID-19, with fresh air.
- All unit ventilators will be equipped with the highest quality air filters based upon the age and airflow capacity of the ventilator. Finally, all filters will be changed every two months rather than every four.
- Windows will be open when possible to help increase air flow.

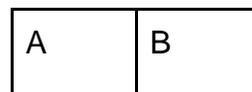
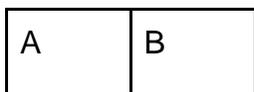
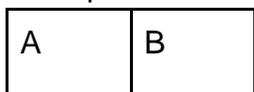
Classroom Usage

Social Distancing guidelines will be in place for classrooms. In order to maintain the ability to keep social distancing requirements, the following guidelines will be in place.

- Desks will be placed 6 feet apart
- Desks will all face the same direction
- Teachers will mark floors, doorways and entrances to encourage social distancing.

Classrooms will still have the full number of desks, and they will be grouped together in groups of 2, with one desk being an "A" student desk and the other being a "B" student desk. On an in-person day where Cohort A students are in the building, the students will sit at the "A" desks and use the "B" desks to put their belongings on. When Cohort B students are in the building, they will sit at the "B" desks and use the "A" desks to put their belongings on. Desks will all face the same direction and will be sanitized each evening between cohorts.

Example:



By using this system, classroom closets will not need to be used. Students may keep supplies in their desk, in a bag or case, since no other student will be sharing that desk with them.

Building Entry Screening: All visitors (including contractors), staff, and students will be required to complete a building entry screening procedure before being admitted to any school building. Screenings will consist of temperature checks and health questions, as determined appropriate based on current CDC and NJDOH guidance. No individual should attempt to be screened if they will knowingly fail the screening process.

Staff Screening: All staff will self-screen prior to entering the building. Staff should not report to work if they will knowingly not pass the temperature screening or answer "no" to any of the screening questions.

School Bus Screening: Staff members on duty will scan student temperatures as they depart the school bus. Students that have a temperature of 100.4 or higher will be asked to step to the side and escorted by a nurse to either the nurse's office or quarantine room.

Four staff members will scan students as they exit the bus. Once that bus is complete and unloaded, the staff member will move to the next bus and continue the process. Screening questions will be provided to parents. Students should not enter the bus if they will answer "Yes" to any of the screening questions.

Walker Screening: Three staff members on duty will conduct a temperature screening of the "walkers" as they are dropped off in the morning by their parent/guardian. Prior to entering the building, students will have their temperatures checked. Parents will not be permitted to leave school grounds until temperature checks are completed.

Any student with a temperature of 100.4 or higher will be told that they cannot enter the building and must return to their parent's vehicle. Screening questions will be sent home via email and posted on the school website. Students should not come to school if they will answer "Yes" to any of the screening questions.

Student Belongings

In order to ensure that students keep the proper social distancing, new procedures for student belongings will be utilized. These procedures will help eliminate clustering of students and help with separation.

Step 1: Upon entering the classroom, students will unpack their backpack and place items immediately inside their desk only.

Step 2: Any outerwear (coat, hat, gloves, etc.) should be placed back inside the backpack and backpack should be zipped completely.

Step 3: Backpack should be placed on the back of their chair to ensure there is no congregating in the closet.

Attendance and Building Access

Student: As per Board policy, student attendance will be taken daily. All parents/guardians must sign their child in and out of the building any time his/her attendance status changes.

Staff: All staff must sign in and out of the building daily and throughout the day (including lunch).

Visitors and Contractors: All visitors/contractors must sign in and out of the building. Visitors and contractors should also have a pre-existing appointment. Visitors will not be permitted into a building until a designated staff member is assigned to them.

Quarantine Room: **Room D-11 will** be used as the school's quarantine room. It will be kept locked except when in use. N95 mask and face shield will be provided. Staff members required to supervise children in the quarantine room will do so from outside of the room and observe the student through the glass windows. N95 masks and face shields will be provided in case the staff member must enter the room. The room will be sanitized and disinfected daily and immediately after use.

In School and Out of School Suspension: Refer to the district's "Return to School" plan.

Staff Break Rooms and Lunch Areas: The teacher's room and bookroom will be used as lunch areas. Social distancing and face covering guidelines must be adhered to. Staff may eat their lunch in the cafeteria, socially distant from one another. They may also eat outside when feasible.

Personal Protective Sanitizing (PPS)

Refer to the district "Restart of School Plan" for detailed information.

Breakfast and Lunch

For phases 2a, 2b, and 3, breakfast and lunch will take place in the classroom.

Breakfast and Lunch: Breakfast and lunch orders will be taken by parents/students using MySchoolBucks the evening prior to the school day and delivered to the classroom by the cafeteria staff. In the event that a parent/student forgets to pre order their lunch, an email or phone call can be sent to the school with the student's name and lunch order. Students will be able to take their masks off to eat but talking should be kept to a minimum while masks are off. Teachers will receive coverage to take their lunch during their designated lunch period. Coverage will be provided by a non-homeroom teacher, para, or lunch aide. Teachers are encouraged to display a video or play music for the class prior to leaving the classroom. In the event of inclement weather, students can continue to watch the movie after they eat instead of going out for a short recess.

Peanut/Tree Nut Free Students: Students that have an allergy to peanuts/tree nuts will continue to have lunch in the classroom. The parents of other students in the classroom will be made aware that there is a student (unnamed) with an allergy and to be mindful of the food they are sending in with their children. The school nurses will reach out to all families of students with food allergies to make them aware of the lunch procedures.

Academies

Morning and after-school academies are permitted in phases 2a, 2b, 3, and 4 only. More information regarding academies will be released in September or when phase 2a begins.

Recess

For phases 2a, 2b, and 3, students will get a 10-15 minute recess after they have finished eating lunch. This must be outdoors when feasible, and does not need to be on the blacktop. In fact, teachers are encouraged to choose a location that is within a reasonable walking distance to their classroom to cut down on transition times. Teachers should collaborate with the staff member that is covering their lunch to determine the best location.

Because transition time may be an issue and recess should be at least 10 minutes, teachers may need to meet their class at their recess location upon returning from their lunch break so that their children get at least 10 minutes of recess. Again, teachers should communicate and collaborate with the teacher that is covering their lunch to work out an appropriate pick-up location.

Students must only stay with their cohort and cannot mix with other homerooms. On inclement weather days, students will stay in the classroom and a movie or instructional video may be played for them to watch.

Recess activities should adhere to social distancing guidelines and equipment cannot be shared between students. Masks should be left on during recess.

Leading Edge

Childcare will be provided in the cafeteria through “Leading Edge” (formerly Springboard). Please refer to the district’s “Restart of School” plan for further information and pricing.

Leading Edge will be in the building all day (6:45 am - 6:30 pm) during phase 2a and 2b, and on Wednesdays during phase 3. They will be located in the Cafeteria. They will enter through the cafeteria door and will be screened prior to entrance into the building.

Arrival

Once students successfully pass their daily screening, bus students will enter the building through the front door of the school. Walkers will enter the building through the side door. No student should enter the cafeteria, as that will be used for Leading Edge (formerly Springboard).

Dismissal

Walkers, mini-buses, and Leading Edge will be called to report to their locations over the PA at approximately **1:25 pm** and buses will be called one at a time, over the PA starting at approximately **1:30 pm** during phases 2a, 2b, and 3.

Homeroom teachers will supervise classrooms, non-homeroom teachers, including SPED teachers, will be assigned a duty. Hallways will be monitored by staff on duty.

Students riding a bus will exit the building through the front door or gym door once their bus is called. Students that are “walkers” will dismiss out of the main entrance for grades K and 1 and out of the side entrance (Entrance 3) for grades 2 and 3.

Hallways

Students and staff must maintain social distancing when walking in hallways. There will be colored tape dividing the hallways in half and markers every 6 feet to remind students to social distance and to provide a visual of how far 6 feet is.

Bathrooms

Bathroom capacity will be reduced during in-person instruction. Teachers should only send one (1) student out at a time to use the bathroom unless the teacher is bringing their entire class to use the bathroom and/or wash hands and can monitor the number of students going in and out of the bathroom.

Continuity of Learning

Curriculum, Instruction and Assessment

Bell Schedule

Phase 1/Virtual Only Days:

Period 1 - HR/Morning Meeting: 9:05-9:32

Period 2: 9:34-10:01

Period 3: 10:03-10:30

Period 4: 10:32-10:59

Period 5: 11:01-11:28

Period 6: 11:30-11:57

Period 7: 11:59-12:26

Period 8: 12:28-12:55

Period 9: 12:57- 1:24

PM Homeroom 1:25-1:35

Phases 2a, 2b, and 3:

Period 1 - HR/Morning Meeting: 9:05-9:32

Period 2: 9:34-10:01

Period 3: 10:03-10:30

Period 4: 10:32-10:59

Period 5: 11:01-11:28

Period 6: 11:30-11:57

Period 7: 11:59-12:26

Period 8: 12:28-12:55

Period 9: 12:57- 1:24

PM Homeroom 1:25-1:35

Phase 4:

Normal bell schedule for a full day.

Lunches will be served according to the schedule below:

- Period 4 – Grade 2
- Period 5 - Grade 1
- Period 6 - Kindergarten
- Period 7 – Grade 3

First Two Contractual Days - 9/1/20 & 9/2/20

Along with participating in virtual faculty/department meetings, and participating in required professional development and training, during the first two contractual days of work for faculty (September 1st and 2nd), they will be required to make personal contact with each of their students in all their classes so that they can introduce themselves and prepare their students for the start of virtual instruction on September 3rd.

Parent contact can be made via an email, phone call, or google meet. Although an email may be the best way to distribute your google classroom codes to parents/students, a phone call or google meet is encouraged to make a better connection to both parents and students.

A detailed schedule of meetings and professional development sessions for 9/1/20 and 9/2/20 will be sent to staff from Sayreville University.

In-Person Instruction

- In-person instruction will follow the time schedule as outlined in each phase. The emphasis will be on supporting students in ALL subject areas, but especially LAL, Math, and Social/Emotional Learning (SEL). The daily schedule will provide time for specials.
- Teachers will follow district-approved curriculum with modifications consistent to the needs of students identified through pre-assessments administered in early September.
- Tier 2 and 3 services will be provided to students identified through the RTI support process.
- On all in-person or synchronous virtual instructional days, faculty will hold virtual “office hours” using WebEx or Google Meet so that students can receive extra help, ask questions, and receive any academic or SEL support. Office hours at Truman School will take place from 2:15-3:15 pm and teachers may elect to conduct them off of school grounds.

Virtual and Hybrid Instruction Procedures

- Appropriately leveled and approved projects and assignments consistent with the current scope and sequence of lessons and in-person instruction will be included on each teacher’s Google Classroom.
- Teachers will provide information for accessing Google Classroom on their teacher website.
- Teachers will utilize Google Classroom as part of their normal academic process during in-person school days in order to also utilize it as part of the virtual instruction procedures.

- IEP/504 accommodations will be provided. In the situation in which a teacher needs to provide specific additional direction to an individual student, teachers will utilize district email for both teacher and student, or the included communication features of Google Classroom. Student confidentiality and privacy will be maintained at all times.
- Communication and collaboration will be available and maintained utilizing district email for staff and students, as well as the online communication tools located in Google Classroom.
- Parents/Guardians may communicate with all staff members utilizing the staff member's district email address.
- Administrative, Supervisory, and Support staff (Guidance, CST, etc.) communication will be available and maintained using district email.

Delivery of Remote and Virtual Instruction

- All students will participate in a rich, online learning environment through a combination of live, interactive lessons, instructional videos, and slide shows, as well as interactive video-conferencing or online chats. The online component will consist of synchronous instruction, following the school's daily schedule as outlined in Sayreville's plan for reopening schools. Students and teachers will be expected to be online and engaged during the entire class period.
- On virtual instruction days during all phases, teachers will be available to meet with students individually and in small groups during scheduled office hours.
- Teachers will utilize Google Meet sessions with their students throughout the school day. Self-made videos, guided instruction through narrated PowerPoints, and/or posting other videos, such as specific instructional YouTube, Khan Academy, or publishers' videos will be used as supplemental materials but will not be the primary form of instruction.
- Teachers will email and/or call the parents/guardians of struggling students in order to further assist them.

Google Classrooms

All teachers will be required to set up and maintain a Google Classroom. All daily assignment must be posted on individual Google Classrooms. Teachers should label their classrooms using their last name.

Special Education and Related Services for Students with Disabilities

ICR: ICR teachers will work in conjunction with the regular ed teacher, making accommodations as necessary for the students that receive accommodations. Assessments, instruction, and presentations will be modified as needed for the students with IEPs.

POR: POR teachers should continue to follow students' IEPs using approved instructional materials, to assist students in growth.

Specials

Specials (Art, Music, PE, Media) will push into classrooms for phases 2a, 2b, and 3, with the exception of PE, during in-person school days. On virtual days, specials teachers will take part in

synchronous learning by virtually instructing their students using Google Meet or WebEx during their regularly scheduled time.

In Phase 1: While in phase 1, which is all virtual, specials will follow the early dismissal schedule.

In Phases 2a & 2b:

Specials will follow a revised schedule in order to ensure equal access to all specials.

In Phase 4:

Specials will rotate daily, as they have traditionally rotated under normal circumstances.

Library/Media Specialist

The Media Specialist will develop a schedule to push into classrooms on in-person days and meet with a class virtually on remote days. The Media Specialist will follow the master schedule for days and times. There is no book borrowing until further notice.

Talented and Gifted (TAG)

TAG students will continue to be pulled out by the TAG teacher on in-person days and will work virtually with the TAG teacher on remote days. The TAG teacher will develop a schedule and notify homeroom teachers when she will be meeting with those students either in person or virtual.

Academic Support Instruction (ASI)

ASI students will continue to be pulled out by the ASI teacher on in-person days and will work virtually with the ASI teacher on remote days. The ASI teachers will develop a schedule and notify homeroom teachers when she will be meeting with those students either in person or virtual.

English Language Learners (ELL)

ELL students will continue to be pulled out by the ELL teacher on in-person days and will work virtually with the ELL teacher on remote days. The ELL teacher will develop a schedule and notify homeroom teachers when he will be meeting with those students either in person or virtual.

Assessment and Grading

Within the first two weeks of school, students will be evaluated using standards-based assessments. Pre-assessments, based on the previous year's standards, will be used as universal screening to identify struggling learners who are not meeting or approaching standards, as well as to gather general evidence of student knowledge, skills, and conceptual understandings. This information will serve as the basis of planning instruction that addresses gaps in learning and meets the individual needs of all learners. The district grading policy will be followed.

Social and Emotional Learning (SEL) and Counseling

Truman School will continue to utilize Responsive Classroom to assist in meeting the social and emotional needs of students during all phases of the reopening plan. Each morning will start with a 20 minute virtual or in-person morning meeting that should still include the 4 components of morning meeting (where applicable): Greeting, Sharing, Group Activity, Morning Message.

The School Counselor has posted SEL resources that are listed on the Truman Website under Counselor's Cove. The website includes activities, and suggestions that faculty and parents can use as guidance to ensure the social and emotional needs of the students are being met.

The school counselor will provide a school counseling program and support all students in academic, and social/emotional development that would emulate school counseling that would take place in a face-to-face environment. During all phases of this plan, including Phase 1, the school counselor will support the students, parents/guardians, and teachers by providing grade monitoring, social/emotional monitoring, making student and parent/guardian contact, and by continuing to provide the school counseling curriculum via individual, group, and whole-class sessions. Teachers will have access to a counseling referral google form (Except for students requiring immediate attention/safety issues, the counselor should be contacted via walkie or phone). This will also help to track grade-level needs.

The school counselor will be available for set office hours so that students and parents/guardians can meet in-person or virtually with the counselor whether individually or in groups. The counselors will provide "check-ins" for students in need of any form of support. She will rotate through in-person and synchronous virtual class instructional periods, as well as the other scheduled meetings, in order to provide social and emotional support to any students in need of such. During in-person instructional days, the school counselor will visit classrooms during their lunch periods to help facilitate socialization and engage students in wellness and therapeutic activities.

Truman's over-all character education theme is Kindness Rocks, with a different kindness theme being celebrated each month. The school counselor will email both in-person and virtual resources to teachers each month to help promote the themes.

The school counselor will continue to facilitate either virtual or in-person SEL lessons based on the phase, schedule, and needs of the school.

504 Assistance Plan and Response to Intervention (RTI)/Intervention and Referral Services (I&RS) meetings will continue to be held in the virtual setting during the first three phases of this plan and then in-person during Phase 4.

During the in-person phases of this plan, the counselors will maximize the face-to-face time by providing in-person check-ins, individual and small group counseling sessions, and will conduct SEL assessments to determine the changing needs of students. Program components and services will be modified to meet the identified needs of students.

Professional Learning

Sayreville University, the professional development department of Sayreville Public Schools, has designed a comprehensive series of workshops for teachers focused on online learning. The 2020 Summer Learning Series included 36 virtual workshops that were designed to prepare the staff for the 20-21 school year. The virtual sessions were also recorded so that teachers who were unable to attend them will have access to each session.

During full day professional in-services on September 1st and 2nd, teachers will be scheduled for virtual training focused on the delivery of synchronous instruction in a hybrid environment, as well as on the effective use of approved online or virtual resources. Sayreville University will provide ongoing professional development through scheduled virtual drop-in sessions, emailed tips, and videos based on staff requests and needs.

Office Hours:

Office hours will take place from 2:15-3:15 pm each day. Teachers must be available during this time for the following reasons:

- Remedial work with students
- Meet with parents
- Extra Support
- Target Assessments

Continuity of Learning Equipment (CLE) and Learning Procedures (CLP)

Student Devices

All students that need an instructional device, as indicated by a parent filling out the technology survey or by noting it when completing their child's annual update in OnCourse, will receive a device from the school. These devices will remain at home during phases 1, 2a, 2b, and 3. Devices will NOT be transported to and from school on a regular basis.

Students whose families cannot afford, and do not have access to internet services will have them provided by the district through Altice. The district will leverage Altice's optimum hotspots in the neighborhood and register a device via the device's serial number in order to provide Wi-Fi to that specific device.

During phases 2a, 2b, and 3, there will still be devices in the building, although less than normal. Devices will be disinfected using provided alcohol wipes after each use and the sharing of devices should be kept to a minimum.

Hybrid Learning Environments

For the 20-21 school year, the district will outfit classrooms with the ability to simulcast synchronous instruction to in-person and remote students. There are two types of technology that will be used to simulcast lessons:

High-Tech: Cisco Room Kit

Low-Tech: Webcam

Learning Management Systems

The district will support Google Classroom at the K-5 level to facilitate in-person, hybrid, and virtual instruction.

Web Conferencing Services

The district will support Webex and Google Meet as tools for facilitating hybrid and virtual instruction via web conferencing. Administrative and support staff web conferencing that is hosted by district staff should be facilitated by Webex, or in limited cases, by Skype, Google Meet, or Microsoft Teams. All large virtual gatherings that include members of the public or parents/guardians and other family members, must use Webex Events. Staff may participate in other meeting software when hosted by outside agencies or individuals. At no time will students be asked to or allowed to host a meeting for any school-related purposes.

Instructional Platforms

All instructional platforms used in the school environment or a virtual environment must be approved by district administration in cooperation with building administration and department supervisors. Instructional staff wishing to evaluate a new instructional platform should submit a request to their supervisor to be reviewed by administration.

Attendance Procedures

During regular in-person instruction all BOE attendance policies will apply. During hybrid and virtual instruction periods, all students and staff will be required to attend synchronous learning periods. As noted in the district restart plan, technical difficulties will be taken into consideration for students that are participating in remote learning.

Homeroom teachers will take attendance daily and submit it through OnCourse on both in-person and virtual days. On in-person days, teachers will record the attendance of virtual students using Google Meet.

Specials teachers should also take attendance for each class on in-person and virtual days to ensure all students have logged in to their class, but they do not need to record it in OnCourse. If a student is absent in a Specials class but is not on the "Daily Absence Report", the Specials teacher should notify the homeroom teacher of the discrepancy. Homeroom teachers should then inquire why the student did not attend the special and the student may need to be marked absent. Students displaying a habit of missing portions of the day should be referred to administration.

Any attendance changes that need to be made in OnCourse once attendance has been submitted should be emailed to Susan as soon as possible.

As per Board policy, If a student is not present for 4 hours of instruction, whether in person or virtual, they will be marked absent.

Full Time Remote Learning Option for Families 2020-2021

Refer to the district's "Restart of School Plan" for detailed information. Staff will be provided with a list of students that have opted for full time remote learning, and this information can also be found in OnCourse for individual students in the "General" tab.

Distribution of Resources for Remote Learning

Chromebooks: Chromebooks will be distributed at Truman School to parents that indicated they are in need of a device either on OnCourse during their annual update or by filling out a technology survey located on the district website. Distribution will be done through the main office starting on 8/25/20. Each student in a household will receive their own Chromebook so that a family of multiple students can all participate in synchronous learning at the same time.

Instructional Resources/Supplies: During the first days of September, a schedule will be sent out to parents which will allow them to come to school to pick up instructional resources/supplies that students will need while participating in virtual instruction. This will be done in a similar fashion as the distribution of student belongings in the spring of 2020.

Substitutes/Substitute Lesson Plans

Phase 1 and Virtual Only Days: If a teacher needs to take a sick or personal day during an all virtual day, the teacher should post "Emergency Lesson Plans" for the students in their google classroom. This should consist of assignments for the students to complete and any supplemental videos or resources. There should be enough assignments/activities for students to be engaged for the entire time that they are with you.

Students will still be required to log in to their specials classes at their designated specials time, as well as any other classes or small groups they usually attend (Spanish, ASI, TAG, ELL)

All students will be marked present by the main office for a homeroom teacher that is absent and the teacher can determine if any student's attendance needs to be adjusted based on student work completion.

Hybrid Days: On Hybrid days, teachers will follow the same plan as outlined above for instruction and attendance of virtual students. A substitute teacher will be provided to supervise students that are in the building and will take their attendance. It is to be determined if there will be live-streaming on days that a substitute is in the classroom.

