

Sayreville Middle School



SCHOOL RESTART PLAN 2020



AUGUST 2020

800 Washington Road
Parlin, New Jersey 08859



FOREWORD

From the very beginning of our experience with the COVID-19 pandemic, we have been so very proud of the way our staff, students, and community members have responded to this crisis. This pride and a sense of unity carries through in the SMS Restart Plan which represents our best thinking on how we intend to open our school this fall. Our plan provides quality in-person and remote/online learning options while taking all careful steps to protect the health of our students, staff, and community.

The Sayreville School District has created a Restart Plan based on a “phased in” approach. Please review the plan as it indicates a virtual model as well as a “phased in” approach to in-person learning.

We understand that there is likely no plan or model that will make everyone happy. Opinions and perspectives on, if, and how school should open vary greatly. In this Restart Plan, we have attempted to provide quality in-person and remote/online learning options and allow our families to decide what is best for them, and to do so in a way that mitigates the risks while maximizing the potential rewards.

We will always strive to support your children and the school community to our best abilities.

Sincerely,

Mr. Richard K. Gluchowski
Principal

Mr. Gregory Jegou
Vice Principal

Mrs. Silvia Rego
Vice Principal

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I. SCHOOL DAY STRUCTURE

Student cohort groupings will be consistent and limited to the same classmates to the greatest extent possible. School cohorts will be constructed under the following guidelines:

Cohorts:

Cohort A = First letter of student last name consisting of A through L

- ✓ **Phase 1:** Virtual Learning only.
- ✓ **Phase 2a:** Will attend school on **Tuesday** of each week.
- ✓ **Phase 2b:** Will attend school **Monday & Thursday** of each week.
- ✓ **Phase 3:** Will attend school **Monday - Friday**; except for virtual **Wednesday**
- ✓ **Phase 4:** **All students** attend school as the “New Normal”

Cohort B = First letter of student last name consisting of M through Z

- ✓ **Phase 1:** Virtual Learning only.
- ✓ **Phase 2a:** Will attend school on **Thursday** of each week.
- ✓ **Phase 2b:** Will attend school **Tuesday & Friday** of each week.
- ✓ **Phase 3:** Will attend school **Monday - Friday**; except for virtual **Wednesday**
- ✓ **Phase 4:** **All students** attend school as the “New Normal”

- Students will attend school based on the school’s early dismissal schedule until Phase 4. Time is altered to accommodate Grab & Go service.

Teachers	8:00-8:15
Period 1	8:15-8:43
Period 2	8:46-9:15
Period 3	9:18-9:46
Period 4	9:49-10:17
Period 5	10:20-10:48 (What I Need)
Period 6	10:51-11:19 (What I Need)
Period 7	11:22-11:50 (What I Need)
Period 8	11:53-12:21
Period 9	12:24-12:52
Period 9/Homeroom	12:53-1:00 “Grab & Go”
Teachers	1:00 – 1:15

- Students will take all their scheduled courses as they would in a full school day.

II. HEALTH & SAFETY

The health and safety of students, staff, and the community are our first priority. The safety, health, and hygiene protocols outlined throughout the Restart Plan align with the Sayreville School Districts’ Restart Plan.

Group Gatherings and Social Distancing Requirements

- No assemblies.
- When using auditoriums, cafeterias, and gymnasiums for instructional purposes, we will minimize the number of people, restrict cohort mixings, and maximize the spacing between students.
- Social Distancing Expectations
- Maintain 6 feet (about 2 arms' length) from other people, to the greatest extent possible.
- Classrooms will have as much distance between students as possible. Classroom desks/tables will be arranged so that all students face the same direction.

Personal Protective Equipment (PPE):

- Required face coverings (masks and shields)
- All students and staff will follow face-covering protocols
 - Face coverings shall be worn by all.
 - Mask **MUST** be worn over mouth and nose.
- Considerations will be given to staff and students who are unable to wear masks due to health concerns.
- Face coverings shall be worn when entering and exiting buildings and while in common spaces such as break rooms, hallways, and restrooms. **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.**
- Hand Washing /Hand sanitizing
- Hand washing is always the preferred choice, however, when not possible, all schools and classrooms will be supplied with adequate hand sanitizer and wipes. Hand washing/sanitizer times throughout the school day will be implemented including, but not limited to: entering/exiting the building, entering/exiting classrooms, before/after eating, before/after recess, before/after mask removal and touching the face, after handling shared objects and after coughing/sneezing/blowing nose.
- Gloves
 - Provided for cleaning/disinfecting/sanitizing surfaces or objects.
- Thermometers
 - Provided for daily temperature screenings for all students.
 - All staff will have daily screening procedures as well.

Building Traffic Guidelines and Symptom Screening

- Upon building entry, a symptom screening process occurs.
- Students, staff, and visitors entering our building will be temperature screened and asked symptom screening questions.
- All students will be symptom screened when they arrive at school.
- Students must sign in with their school ID.
- To the extent possible, the same staff will conduct symptom screening with the same group of students upon building entry each day. This will increase entry efficiency and enable staff to become familiar with students and better recognize if a student is exhibiting COVID-19 symptoms.
- Students and Staff may be screened for out-of-state travel. May require quarantine for 14 days.

- SMS will attempt to create a one-way traffic flow with separate entry and exit doors where possible.
- Visual cues will be utilized such as floor decals or signs to indicate to students and staff the flow and direction of one-way traffic and effective distancing.
- Furniture will be arranged to maximize the amount of physical distancing possible and to align students in the same direction during the instructional day.
 - School security will control the flow of traffic in and out of the building to ensure that maximum capacity plans are adjusted and managed at each entry and exit point.

Cleaning Procedures

- Daily Cleaning
 - ✓ Disinfect door handles sometime after each period change.
 - ✓ Bathroom checklist outside in hallway – Inspect & disinfect with time/signature.
 - ✓ Disinfect classrooms with the use of electro-static gun when time allows or no less than once a day.
 - If room becomes Covid - 19 active – One hour after evacuation, custodians to disinfect with gun. After one additional hour deep clean entire room.
 - ✓ Disinfect Outside entrance doors after all students are in school, periodically check visitor log to see if more disinfecting is needed. (Weather permitting).
 - ✓ Security vestibules will be checked and disinfected every hour depending on number of visitors.
 - ✓ The nurse’s office and rooms will be disinfected every hour, unless Covid -19 is presently active. Then the custodians perform a total deep cleaning.
 - ✓ Recess area will be sprayed with disinfect after ever playtime.
- Daily nighttime deep cleaning
 - ✓ Empty garbage cans - replace with new bags.
 - ✓ Sweep and mop the floors.
 - ✓ Wipe all door handles with disinfectant cleaning solution.
 - ✓ Clean all surfaces (desktops, etc.) with disinfectant cleaning solution.
 - ✓ Disinfect entire room with the electrostatic gun.
 - ✓ Disinfect hallways and stairwells with electro-static gun.
 - ✓ Thoroughly clean bathrooms – disinfect the entire area by cleaning toilets, urinals, sinks, mop floors and electrostatic disinfect with electro-static gun upon completion.
- Virtual Wednesday Cleaning
 - ✓ Same as nighttime deep cleaning

III. Academic/Instruction

The Sayreville Middle School has embraced an educational model which focuses on engaging and differentiated instruction. We believe this model best supports our student’s learning abilities. This model will remain in place for teaching and learning during the 2020-21 school year. School staff will be expected to provide in-person learning and support remote learning when necessary. Tools and systems will be in place to support teachers and staff across the district to meet the needs of all students in any setting. Teachers who need training in areas to support instruction will have the opportunity to do so. In a situation where students at a school would need to work remotely, these tools will help to ensure a more seamless transition between in-person and remote learning.



Synchronous 

Students learn at the same time.

Communication happens in real time.

Possibly more engaging and effective.

Allows for instant feedback and clarification.

Examples

Video conferencing, live chat, live streamed videos.

Learning will occur **synchronously**. Synchronous learning is an approach where teachers and students are engaged in learning **at the same time**. The teacher provides learning resources and tasks through video-conferencing enabled by Google Classroom or OnCourse Classroom during a specific time of the school day.

All students are to attend their regularly scheduled course at the time the course takes place at school, but at home during virtual instruction.

Curriculum, Assessment, & Grading

- **Curriculum:**
 - All curriculum as approved by the Sayreville Board of Education will be utilized throughout instructional time.
 - Teachers at all grade levels will follow the district-approved curriculum with modifications consistent with the needs identified through the pre-assessments administered in early September.
 - Prescribed Tier 2 and Tier 3 services will be provided to students identified through the RTI or tiered system of support process
- **Assessment:**
 - Recognizing that the switch to online instruction in the spring of 2020 likely led to learning gaps, within the first two weeks of the re-opening of schools for in-person instruction, students in grades 6 - 8 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.
 - As the Sayreville Public Schools grading policy outlines, each student must have at least 8 assessments per marking period.
- **Grading:**
 - All student grading will follow Board of Education Policy: R6147.1 Student Assessment, Grading, and Reporting of Grades
 - The district asserts that grading and assessment should promote equity and fairness and that learning and meaningful educational experiences can happen in a variety of

settings, including outside the four walls of a classroom using online and/or blended learning environments. District grading and credit policies reflect these beliefs and, in an effort to support all students, revised grading and assessment policies will promote flexibility and adaptability, along with accountability.

- Each teacher will outline the grading components for each course within a student's schedule at the beginning of each marking period.

Classroom Setup & Procedures

Furniture:

- Classrooms may not have shared seating options such as bean bag chairs or other flexible seating items.
- Desks or tables will be arranged facing the same direction. Cooperative learning options may be limited - face coverings are required in small groups when social distancing is not feasible.
- Classroom materials or items that cannot be easily cleaned or sanitized, will be removed.
- Classrooms will be cleared of non-essential furniture and items to maximize space in classrooms where applicable.

Instructional Materials:

- All students should have their own bag/box/folder of manipulatives/handouts/class items for their own use throughout the year. Items with sharp edges are not permitted.
- Supplies brought by students should ONLY be used by that student (community supplies are prohibited).
- If small groups use the same materials, those materials must be disinfected before another group uses them.
- All students should be assigned their own device to be used throughout the year (as much as possible based on school device inventory).

Before and After School Programs (Mathematics & Literacy Academy)

Before and after school academic programs will be available. Determination of locations and availability will be made based on public health guidelines. These guidelines will include the potential of limited capacity of school buildings, reduced ratios, and the need to clean and disinfect spaces before and after school sessions. Communication to families regarding availability will occur as soon as possible.

Talented and Gifted Program (TAG)

TAG will continue at the Sayreville Middle School for our gifted learners, and their families in either an in-person or remote environment.

Home Instruction (HI)

Home Instruction will be offered through our office of student services as usual. If a parent or guardian would like information regarding Home Instruction, the Home Instruction must be approved by the Principal and the Director of Special Services. Please note, Home Instruction must be included in a student's 504 plan, IEP, or ISP.

Please contact your child's guidance counselor for information on Home Instruction.

Academic Support Instruction (ASI)

Academic Support Instruction (ASI) will continue for all students who were enrolled in the program during the 2019-20 school year. ASI teachers will work with small groups of identified students both in-person and virtually. These teachers' schedules will include both push-in and pull-out sessions. In-person time will be maximized to provide support based on student needs.

Special Education and Related Services for students with disabilities

Since students with disabilities in the district's Applied Behavioral Analysis, Multiple Disabilities, and Behavioral Disabilities special **self-contained classrooms are already naturally at a reduced capacity level**, during Phase 2a they will participate in two-abbreviated days of in person instruction and three days of synchronous virtual instruction in that phase. Likewise, in Phase 2b they will participate in four-abbreviated days of in person instruction and one day of synchronous virtual instruction.

Physical Education/Health Course

Physical Education as well as Health courses will take place. Physical Education courses will **NOT** utilize locker rooms for our students to change for the class until specific guidelines are advised by the MCHD. All students are encouraged to wear comfortable clothing to all in-person sessions.

Office Hours

On all in-person or synchronous virtual instructional days, faculty will hold "office hours" remotely using an interactive platform so that students can voluntarily enter it to receive extra help, ask questions about content or assignments, and receive any additional academic or social and emotional support. Office hours will not take place in-person and teachers may select to participate in them at school, in their residence, or at any remote location they determine to be appropriate.

Office hours will take place during the final hour of the faculty member's school's normal academic day schedule.

Below please find the specific school office hours for Sayreville Middle School

Sayreville Middle School 1:45 – 2:45 pm.

IV. Student Success and Engagement

In anticipation of the need to provide additional support to students as well as our staff our guidance department as well as our administration stands ready to respond to requests for support where needed. During the spring of 2020, the Sayreville Middle School administration in collaboration with the guidance department established several new initiatives to support our school community in connection with our established programs. Thus, these initiatives will seamlessly carry over to this Restart Plan.

- Guidance Department/Social & Emotional Learning

School counselors will provide a school counseling program and support all students in academic, career, 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, school counselors 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.

School counselors 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. They will rotate through in-person and synchronous virtual class instructional periods, as well as the other scheduled meetings, to provide social and emotional support to any students in need of such.

Along with our counseling department, a **Social & Emotional Learning Team will be established for the 2020-2021 school year.** The Social-Emotional Learning Team will support both in-person and remote learners by coaching teachers, directly delivering social-emotional learning techniques, and individually supporting students as determined by (SELT) team decision making.

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 the District plan and then in-person during Phase 4.

Administrators will also participate in the support of our students within the face to face environment as well as the virtual environment.

Academic/Attendance/SEL Support procedures:

1. Staff Responsibilities

- a. Teacher works with student on class roster
- b. When student has difficulties or is not attending class, teacher will e-mail student and **guidance counselor**
- c. When student continues to have difficulties or is not attending class, teacher will e-mail student, **parent, and guidance counselor**
- d. When student continues to have difficulties or is not attending class, teacher will **e-mail student, parent, as well as call the parent and guidance counselor**
 - i. A **Response to Intervention (RTI)** referral by the teacher must be entered for student supports.
 - ii. The **Student Assistance Counselor (SAC)** must be made aware of the issues the student is struggling with for extra support.
- e. When student continues to have difficulties or is not attending class, teacher will e-mail student, parent, as well as call the parent and guidance counselor
 - i. At this time, the guidance counselor will determine when an **administrator** should be made aware of the struggles the student is having in the course.
 - ii. The **administrator** will contact the parent along with the counselor to discuss the issues the student is having with the parent. The administrator may consider following up with the parent with an official

letter outlining the issues the student is facing and the potential outcomes.

V. Technology

- 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 website, classroom applications, and/or learning management class page.
- Teachers utilizing Google Classroom or OnCourse Classroom to disseminate content to students will provide information and directions for accessing Google Classroom or OnCourse Classroom on their teacher website.
- Teachers will utilize Google Classroom or OnCourse Classroom as part of their normal academic process during a regular in-person academic school day in order to also utilize it as part of the virtual instruction procedures.
- **Student Devices**
 - The district currently has a student instructional device supply to provide each student in grades PreK-12 with a device when needed during class in the physical school environment OR on an as needed basis, in the home environment to facilitate virtual learning. As part of each student's annual enrollment update, or new student registration, the district will assess each student's access to the internet at home, and access to instructional ready devices in the home. Students without access to internet and/or instructional devices for each enrolled student in the home will be provided a device while the district is operating in full virtual or hybrid learning modules. These devices will remain in the home until the district resumes a full in-person instructional model or the school year comes to an end, at which time the device will be returned to the district. **Devices will NOT be transported to and from school on a regular basis.**
 - The remainder of student instructional devices will be assigned to the school for use during in-person learning.
- **Hybrid Learning Environment**
 - The school will strive to provide our students with simulcast synchronous learning presently or soon.
- **Learning Management Systems**
 - Google Classroom
 - OnCourse Classroom
- **Web-Conferencing Services**
 - Google Meet
 - WebEx

VI. Communication

As communication with all school stakeholders is vital, please find below the number of communication tools which will be utilized during our Restart Plan:

- **External Communication**

External communication will be situationally responsive. Major announcements and day-to-day messaging for the community will include emails, newsletters (New), phone and text messaging via School Messenger, websites, and social media.

Types of communication modes:

1. E-mails direct to primary contacts in OnCourse Connect
2. Weekly Newsletter published by school administration (New)
3. School Messenger Blasts
4. School Website: <http://www.sayrevillemiddle.net/>
5. Social Media:
 - a. Facebook: <https://www.facebook.com/sayrevillemiddleschool>
 - b. Twitter: @Sayreville_MS

- **Internal Communication**

Internal communication provides regular and urgent updates to the Sayreville Middle School staff via multiple channels including internal Google Classroom, email, newsletters (New), phone, text messaging, phone and e-mail messages through School Messenger, dedicated social media channels, video, and virtual meetings.

VII. Operations

- **Student Management**

- ✓ Attendance
 - The Sayreville Board of Education believes that in-person instruction is the best form of delivering instruction, parents 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. That said, attendance during hybrid and virtual instruction periods would also be required and recorded. During synchronous learning periods students who are remote learners will have their attendance recorded as daily or period attendance as is appropriate.
- ✓ Student Code of Conduct
 - The Sayreville Middle School Student Code of Conduct will be enforced as it normally would with the exception of the following:
 - **Cell Phones:** The Administration recognizes that some parents choose to allow their children to bring a cell phone to school. Students who bring a cell phone to school are required to turn them off and put them away upon their arrival to school. Cell phones must be stored away in their backpack at all times in the off or silent position. Cell phones may be turned on again once outside at dismissal. Unauthorized possession and/or use of cell phones are subject to confiscation and will result in disciplinary consequences. Cell phones will only be returned to a parent/guardian. **The school district is NOT responsible for lost or stolen cell phones.**

- **In School Suspension:** In School Suspensions (ISS) will be held in a virtual environment whenever the district is operating on a full virtual or hybrid school model. Students will be expected to attend in real time and complete assigned work provided through the virtual environment. A Suite 360 module will be assigned to each student who receives an (ISS).
- **Out of School Suspension:** Students assigned an out of school suspension (OSS) when the district is operating on a full virtual or hybrid environment will be expected to sign-in to their learning management system (LMS) and complete assigned work for each day of the assigned Out of School Suspension. District administration will verify daily attendance in the LMS, but students will not be required to sign-in at a designated time within the 24-hour window of the school day. A Suite 360 module will be assigned to each student who receives an (OSS).

✓ Student Movement

- During the in-person sessions, students will move throughout the building as the bell schedule dictates. The following is to provide clarity of certain aspects of student movement.
 - **Student Lockers:** During Phase 2a/2b/3, student lockers will NOT be used. It is recommended the students utilize a backpack at that time for school needs to maximize social distancing. Gym lockers will NOT be used as well.
 - **Hallway Travel:** Where possible, students will move in a one-way manner as shown by physical ques. (Floor tape, wall signs, etc.) Students will also be limited to movement throughout the school during instructional time.
 - **Lavatories:** A maximum of 2 students will be permitted in each bathroom at a given time. All students must sign-in & out with the supervising teacher on duty. All students are expected to wash hands thoroughly before leaving the bathroom. Bathroom checklist outside in hallway – Inspect & disinfect with time/signature.

✓ Lunch/Recess/Non-Instructional Time

- During Phase 2a/2b/3 students will have a Grab & Go style lunch.
 - In place of lunch, students will have a **WIN (What I Need!)** period, which is designed to provide students with time for individualized instruction and support or enrichment as needed. This time will also be used for students to organize themselves with prompts from the supervising teacher; i.e. Homework, Virtual assignments, e-mail, etc.

● **Nursing Services**

- The SMS nurses will be on staff as always supporting our students and staff.
 - The nurses will assist school administration in the organization of the health and safety aspects of our school.
- A limited supply of disposable face coverings will be available at the main entrance of all buildings and in the nurse's office.

- 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. Disposable Gloves will not be made available to students, visitors, or staff not identified by administration as needing same for their job duties. However, any person may choose to wear disposable gloves, as long as they do so safely, as defined by administration and medical staff.
- **Hand Sanitizer:** The district will provide Center for Disease Control (CDC) approved hand sanitizer in all building main entrances, and in all other areas identified as high traffic or high risk. Custodial staff will ensure that all hand sanitizer and soap stations are filled daily. All classrooms will be provided with hand sanitizer.
- **Disinfecting Wipes and Sprays:** The district will provide staff with disinfecting wipes 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. Disinfecting sprays will be used in all school buildings, as defined in the facilities pandemic and reentry plan.
- **Quarantine Room:** The SMS will have a quarantine room in the event that a suspected or confirmed COVID-19, or other infectious disease case is identified. Quarantine rooms will not be designated as the nurse’s office or any other location that would experience incidental foot traffic. Quarantine rooms will be equipped with N95 masks and face shields that will need to be used at all times. The Quarantine room will remain locked when not in use. The Quarantine room will be disinfected daily when not in use, and as soon as it is safe to do so when in use. A staff member, visitor, or other non-student in need of quarantine will leave the building as soon as it is safe to do so. A student in need of quarantine will leave the building under the care of a parent/guardian/medical professional as soon as it is safe to do so.

- **Food & Nutrition**

- ✓ The SMS will continue to provide meal service to students to the extent possible for in-person and remote/online learners. Therefore, the meal service program will consist of a “grab & go” program.
 - When meals are served in school:
 - Students will have the opportunity to take advantage of our Grab & Go program at the end of each in-person school day.

- **Emergency Management Drills**

- ✓ Fire drills and security drills will be conducted as required by law. It is essential when the fire alarm sounds, that everyone obeys it promptly; clears the building in silence by the assigned route; proceeds to an area of safety; lines should not cross or stop. If an exit is blocked, students should go to the alternate exit available. Students not in a class should join in an existing class and report to that teacher. When re-entering the building, talking is not permitted and good order is mandatory. During Emergency Management Drills, it is critical that students intently follow the teachers’ direction to ensure order and safety.

- **Transportation**

- ✓ **Students who ride a bus will have the opportunity to do so during all phases of the Sayreville School District Restart Plan.**

- Disinfecting sprays will be used on all school busses, as defined in the transportation pandemic and reentry plan.
- **Face Coverings on School Busses:** 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 a bus.
- **Social Distancing on School Busses:** Drivers will use assigned seating to ensure that all students are spaced to the maximum extent possible on each bus. Parents choosing to utilize transportation will need to sign and return a wavier indicating his/her understanding of the fact that six foot social distancing may not be possible on all school busses.

- **Athletics & Co-Curricular Activities**

- ✓ If safe to do so, middle school athletics will be able to begin their fall season once the district enters Phase 3. The middle school and high school Marching Band will mirror the fall high school athletics program plan with regard to in-person student participation. However, no indoor activities will be permitted. All other high school and middle school co-curricular clubs are only permitted to meet virtually in Phases 2a and b. In Phase 3, they may meet in-person but only outdoors. In Phase 4, they may resume meeting in-person indoors.