

RANDOLPH TOWNSHIP PUBLIC SCHOOLS

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Reopening Plan for the 2021-2022 School Year

OVERVIEW

In June 2021, the New Jersey Department of Education (NJDOE) and the New Jersey Department of Health (NJDOH) published “The Road Forward – Health and Safety Guidance for the 2021-2022 School Year”, a guidance document to assist New Jersey school districts in planning to provide full-day, in-person instruction and operations for the 2021-2022 school year.

This plan is aligned with the requirements outlined in the document and includes the school district’s unique and locally developed protocols to ensure our schools reopen safely and are prepared to accommodate staff and students' unique needs during this unprecedented time. This plan also adheres to all current Executive Orders of the Governor of New Jersey and are subject to change.

SCREENING, PPE, AND RESPONSE TO STUDENTS AND STAFF PRESENTING SYMPTOMS

Parents/caregivers shall monitor their children for signs of illness every day. Staff shall conduct a daily health self-screening each day. Students and staff who are sick or exhibiting signs/symptoms of COVID 19 should not report to school. Students and staff who are exhibiting signs/symptoms of COVID in school will be assessed and respectfully isolated in a separate room from the general health office. Students must remain in isolation with continued supervision and care until picked up by an authorized adult.

CONTACT TRACING

The district’s nursing staff will disseminate school health information to the district’s school physician and the Randolph Board of Health. The health offices will contact the Randolph Board of Health to report COVID-19 positive test results and follow their guidelines and recommendations for contact tracing. The district will remain in close contact with the Randolph Board of Health on all health-related matters.

MASKING REQUIREMENTS

Governor Murphy signed Executive Order 251 which stipulates mask wearing for staff, students, and visitors. While masks will be broadly required in school buildings, exceptions will remain unchanged from the 2020-2021 school year, and include:

1. When doing so would inhibit the individual’s health, such as when the individual is exposed to extreme heat indoors;
2. When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;

3. When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face covering;

(Medical notes will be reviewed by the school nurse and/or school doctor.)

4. When the individual is under two (2) years of age;
5. When an individual is engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking or playing an instrument that would be obstructed by the face covering;
6. When the individual is engaged in high-intensity aerobic or anerobic activity;
7. When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and is able to maintain a physical distance of six feet from all other individuals or
8. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Masks will be optional when outdoors.

INSTRUCTION FOR STUDENTS REQUIRED TO QUARANTINE

When an individual student, group of students, or entire class(es) have tested positive for COVID-19 and are quarantining for the prescribed period of time or have been required by Randolph Health Department or school district to quarantine under other circumstances (such as being a close contact), virtual instruction will be provided to those students in a manner commensurate with in-person instruction. Once the quarantine period is over, the student(s) will be required to resume in person instruction. Students eligible to receive virtual instruction will have access via Microsoft Teams within one school day or as soon as possible thereafter.

Students who have tested positive for COVID-19 or are not permitted to attend school due to quarantine restrictions, will not be able to participate in before or after school activities, including athletics. The school district will follow health guidelines when permitting students to return to school and participate in any in-person school activities.

VACCINATIONS

The district will request the vaccination status of staff (TalentEd) and students (Genesis). A non-response will be documented as unvaccinated.

TESTING

The Randolph Board of Health will continue to provide guidance on testing sites.

ACADEMIC, SOCIAL, AND BEHAVIORAL SUPPORTS

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), was signed into law on December 27, 2020. The American Rescue Plan (ARP) Act was signed into

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law on Thursday, March 11, 2021. The funds provided to State educational agencies and school districts through these laws will help to safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the Nation's students.

Randolph Schools will utilize funds allocated to learning loss for professional learning to implement evidence-based interventions in response to students' academic, social, and emotional needs, and to provide principals and school leaders with the resources necessary to address the needs of their individual schools. Funds have also been allocated for increased mental health supports throughout this school year. The district will procure three full-time clinicians from Thrive Alliance Group (formerly Sage) in the fall; an increase of one full-time clinician from the previous year.

In addition to the Thrive Alliance clinicians, Randolph also has mental health professionals at each building. These include school psychologists, social workers, behaviorists, and school counselors. The Child Study Team and Counseling Department continue to partner in professional development to ensure consistency with language and supports district wide.

For this school year we have also encumbered grant funding to provide supplemental language arts and mathematics support to students with special needs who meet eligibility requirements.

FACILITIES CLEANING PRACTICES

In the daily work schedules for head custodians, the building will be opened, and key sections cleaned first. When classes begin, custodians will disinfect all classroom door knobs, bottle filling stations and bathroom fixtures. Restrooms will be cleaned two times while school is in session and one time after dismissal. High-touch areas will be cleaned as often as possible while school is in session and again after dismissal. High-traffic areas such as entrances and lobbies will be cleaned once while school is in session and again after dismissal. Each area will also be cleaned as needed to address any situations that may arise. Water fountains will be closed, yet bottle filling stations will remain available.

Head custodians will monitor all the building needs and act on requests. Custodians will make garbage collections throughout the day. All classrooms in the district will be disinfected using foggers and chlorinated tablets every night.

Every classroom in the district will have a PPE Basket containing disinfecting wipes, masks, disposable gloves, and hand sanitizer. The baskets will be restocked regularly by the custodial staff. Hand sanitizer stations are also available in common areas throughout each building including entrances, exits, cafeterias and bathrooms. All soap and hand sanitizer stations will be checked and refilled throughout the day.

CHILDCARE

The district will resume offering childcare at all four elementary schools. Before and After Care will be offered, with capacity limits. Masks and other safety precautions will follow district guidelines.

MEALS

Meals will continue to be available to students at all levels as the district has prioritized making sure that all students have access to meals each day. Meals will be available for all students on

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all weekdays. To facilitate this process, each building will release specific protocols for obtaining meals associated with the building. Meals will be pre-packaged (grab-and-go) at elementary and a mix of pre-packaged meals and traditional meal service with safety modifications.

Throughout the school closure, our food services provider, Maschio's, has prepared thousands of grab-and-go meals. They maintain the highest level of food safety protocols and will continue to do so as we re-enter schools. All employees will continue to use gloves and wear masks and take additional safety precautions. Where needed, we will streamline the ordering and pickup process to limit the gathering of individuals and promote social distancing.

TRANSPORTATION

PPE (Personal Protective Equipment) - Face Masks:

- Students will wear face masks according to CDC guidelines, before boarding the bus.
- Extra masks will be available if a student misplaces, damages, or forgets his/her mask.

Temperature Checks:

- Drivers will not be required to take temperature checks of students. Parents are expected to check temperature and conduct a routine health screening.

Student Discussion:

- Any discussion between a driver and student must follow the physical distancing recommendations and PPE requirements.

STUDENT LOADING AND UNLOADING OF THE SCHOOL BUS

Loading:

- Bus Stops: Students will load from the rear to the front of the bus during morning pick-up, according to the route sheet. (This means the younger students might be towards the rear of the bus and older students could be in the front, unless IEP or disciplinary requirements exist). Siblings must sit together.
- Departing from school: Students will load from the rear of the bus to the front when staged in front of school.

Unloading:

- Arriving at school: Drivers will wait until the bus in front disembarks their students and they clear the area before opening door of the bus. The students must disembark from front to rear. They must stay seated and NOT stand in the aisle until they are ready to walk off the bus.
- Drop off areas at the schools: May be spread out and/or may experience delays so that social distancing can be maintained on the sidewalks as students enter the schools. Patience must be exercised.
- Seat assignments: Strict seat assignments will be enforced, and masks MUST be worn by all students (covering nose and mouth) while on the bus. Drivers should be aware of each student that rides the bus in the event this information is needed for contact tracing.

SICK STUDENTS ON THE BUS

On the way to school:

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- The driver will notify the Transportation Department via the two-way radio and await instruction.

From school to home:

- The driver will inform the Transportation Department on the two-way radio and await instruction.

Contaminated school bus:

- After the students have been taken off the contaminated school bus, the bus will be driven back to the Transportation lot, cleaned, and sanitized.

SANITATION

Sanitation between runs:

- High touch areas such as the handrailing, the tops of the seats, and the seatbelts will be wiped down.
- Buses must be checked after every run for any hazardous waste (i.e., facial tissues, disposable PPE, etc.) left on the bus. This waste should be placed in the trash can, using gloves, and disposed of at the end of their runs. Proper disposal should be in accordance with the OSHA Bloodborne Pathogen standards.

Post-trip sanitation:

- High touch areas such as hand railings, the tops of the seats, and seatbelts will be wiped down.
- Supplies will be inventoried daily and restocked as needed.
- The trash will be emptied daily.

Electrostatic sanitation:

- Vehicles will be periodically electrostatically sanitized by mechanics.

LEADERSHIP AND PLANNING

Building-level pandemic response teams continue to convene and meet regularly to monitor the needs of students and staff at each building.

SCHEDULING OF STUDENTS

Elementary Bell Schedule

We will revert to our pre-pandemic, full day bell schedules for the 21-22 school year.

- Homeroom: 8:25 AM – 8:55 AM
- Student Bell Schedule: 8:55 AM – 3:40 PM
- Specials (art, music, library, physical education) will be held in specials classrooms and classes will be combined for physical education as needed
- Outdoor recess will be by grade level and each class will be in a separate area to start the year; Masks will be optional during outdoor recess

Food in School

- Students may eat a snack in school
- Snack will take place in the classroom or outdoors when possible

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- Students will eat lunch in a common space, with their grade level and will be distanced by 3 feet
- Free bagged lunch will be available to all students as a “grab and go” option
- Free breakfast will be available to all students as a “grab and go” option

Clubs

- All before and after school clubs will be in-person

Middle School Bell Schedule

- Will feature a revised schedule with three lunch periods; instructional periods will follow traditional sequencing
- One-way hallways and stairwells where appropriate will help keep students distanced during the school day

Food in School

- All students will have a 25-minute lunch period
- Free bagged lunch will be available to all students
- Free breakfast will be available to all students as a “grab and go” option

Clubs and Activities

- Clubs and activities will be offered to students
- A late bus will be offered to students daily at 4:30 PM

RMS Regular Bell Schedule – Monday, Wednesday & Thursday

Grade 6			Grade 7			Grade 8		
	Start	End		Start	End		Start	End
ACT 0	7:22 AM	8:12 AM	ACT 0	7:22 AM	8:12 AM	ACT 0	7:22 AM	8:12 AM
Warning Bell	8:00 AM		Warning Bell	8:00 AM		Warning Bell	8:00 AM	
HR	8:05 AM	8:12 AM	HR	8:05 AM	8:12 AM	HR	8:05 AM	8:12 AM
1	8:16 AM	9:06 AM	1	8:16 AM	9:06 AM	1	8:16 AM	9:06 AM
2	9:10 AM	10:00 AM	2	9:10 AM	10:00 AM	2	9:10 AM	10:00 AM
3	10:04 AM	10:54 AM	3	10:04 AM	10:54 AM	3	10:04 AM	10:54 AM
4	10:58 AM	11:48 AM	4 Part 1	10:58 AM	11:23 AM	Lunch	10:58 AM	11:23 AM
HR	11:52 AM	11:55 AM	Lunch	11:28 AM	11:53 AM	HR	11:27 AM	11:30 AM
Lunch	11:58 AM	12:23 PM	4 Part 2	11:58 AM	12:23 PM	4	11:33 AM	12:23 PM
5	12:27 PM	1:17 PM	5	12:27 PM	1:17 PM	5	12:27 PM	1:17 PM
6	1:21 PM	2:11 PM	6	1:21 PM	2:11 PM	6	1:21 PM	2:11 PM
7	2:15 PM	3:05 PM	7	2:15 PM	3:05 PM	7	2:15 PM	3:05 PM
ACT 8	3:20 PM	4:10 PM	ACT 8	3:20 PM	4:10 PM	ACT 8	3:20 PM	4:10 PM

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RMS Extended Homeroom Schedule – Tuesday & Friday

Grade 6			Grade 7			Grade 8		
	Start	End		Start	End		Start	End
ACT 0	7:22 AM	8:12 AM	ACT 0	7:22 AM	8:12 AM	ACT 0	7:22 AM	8:12 AM
Warning Bell	8:00 AM		Warning Bell	8:00 AM		Warning Bell	8:00 AM	
Ext. HR	8:05 AM	8:47 AM	Ext. HR	8:05 AM	8:47 AM	Ext. HR	8:05 AM	8:47 AM
1	8:51 AM	9:36 AM	1	8:51 AM	9:36 AM	1	8:51 AM	9:36 AM
2	9:40 AM	10:25 AM	2	9:40 AM	10:25 AM	2	9:40 AM	10:25 AM
3	10:29 AM	11:14 AM	3	10:29 AM	11:14 AM	3	10:29 AM	11:14 AM
4	11:18 AM	12:03 PM	4 Part 1	11:18 AM	11:40 AM	Lunch	11:18 AM	11:43 AM
HR	12:07 PM	12:10 PM	Lunch	11:45 AM	12:10 PM	HR	11:47 AM	11:50 AM
Lunch	12:13 PM	12:38 PM	4 Part 2	12:15 PM	12:38 PM	4	11:53 AM	12:38 PM
5	12:42 PM	1:27 PM	5	12:42 PM	1:27 PM	5	12:42 PM	1:27 PM
6	1:31 PM	2:16 PM	6	1:31 PM	2:16 PM	6	1:31 PM	2:16 PM
7	2:20 PM	3:05 PM	7	2:20 PM	3:05 PM	7	2:20 PM	3:05 PM
ACT 8	3:20 PM	4:10 PM	ACT 8	3:20 PM	4:10 PM	ACT 8	3:20 PM	4:10 PM

High School Bell Schedule

- Will revert to traditional four-day rotational schedule
- Class periods will sequence differently than in the past based on faculty and student input to make the schedule easier to follow

Food in School

- All students will have a lunch period during the fourth block of the day
- Free bagged lunch will be available to all students
- Free breakfast will be available to all students as a “grab and go” option

Clubs and Athletics

- Clubs and athletics will run throughout the year
- A late bus will be offered to students daily at 4:30 PM

Randolph High School Four-Day Rotational Schedule

Period	A	B	C	D	Start	End	Duration
Homeroom	HR	HR	HR	HR	7:30 AM	7:35 AM	5 minutes
Passing Time	---	---	---	---	7:35 AM	7:40 AM	5 minutes
Block 1	1	2	3	4	7:40 AM	8:30 AM	50 minutes
Passing Time	---	---	---	---	8:30 AM	8:35 AM	5 minutes
Block 2	2	3	4	1	8:35 AM	9:45 AM	70 minutes
Passing Time	---	---	---	---	9:45 AM	9:50 AM	5 minutes
Block 3	3	4	1	2	9:50 AM	10:40 AM	50 minutes

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Passing Time	---	---	---	---	10:40 AM	10:45 AM	5 minutes
Lunch (Block 4)	UL	UL	UL	UL	10:45 AM	11:25 AM	40 minutes
Passing Time	---	---	---	---	11:25 AM	11:30 AM	5 minutes
Block 5	6	7	8	9	11:30 AM	12:20 PM	50 minutes
Passing Time	---	---	---	---	12:20 PM	12:25 PM	5 minutes
Block 6	7	8	9	6	12:25 PM	1:35 PM	70 minutes
Passing Time	---	---	---	---	1:35 PM	1:40 PM	5 minutes
Block 7	8	9	6	7	1:40 PM	2:30 PM	50 minutes
Classes Not Meeting	4 & 9	1 & 6	2 & 7	3 & 8			

ELL AND BILINGUAL NEEDS

Due to the pandemic, the ACCESS for ELLs assessment for grades K-12 was administered in person in April 2021. There was no remote option for testing. Some families who were fully remote were unable to test. Students who did not take the ACCESS for ELLs state mandated test will remain in ESL until they have an opportunity to be tested using the WIDA Model assessment. Students may not exit ESL without an overall score of 4.5 or higher. Scores will be received by the district in August 2021.

Randolph will test incoming possible ELLs in person during the last week of August before the start of school using the WIDA MODEL K-12. This assessment is allowable for the purposes of placement and exit. There is currently no remote option for the testing of ELLs.

I. Plan to gather data on student progress and learning loss

- Progress monitoring forms were completed by classroom teachers of ELLs in collaboration with the ESL teacher in June 2020 to gather data on student progress and help determine if students were ready for exit. These forms are housed in shared files with the supervisor and ESL teachers.
- ESL teachers will use a variety of approved resources and others as they become available with their students to gather data on learning loss and use that data to target instruction.

II. Plan to address learning loss in ELLs

- Students will be scheduled for instruction by proficiency level. The data used for scheduling was gathered from WIDA ACCESS for ELLs and Model assessment scores, classroom and ESL teacher observations, grades, and in-class data.
- At the start of the school year, once testing is complete and/or ACCESS test scores have been received, students will be once again grouped by proficiency level for instruction. If

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scheduling adjustments need to be made, they will be made as close to the start of the school year as possible.

- At RHS, an ESL Learning Skills class will serve the purpose of giving support to those students most in need. Recommendation for placement in this class is based on ESL and classroom teacher recommendation, ACCESS or MODEL scores, years in the country, and academic achievement in the 2020-2021 school year. This class is in addition to the leveled ESL class (beginner or intermediate) and the High Intensity ESL class which focuses on reading skills as per our bilingual waiver.
- At RMS, all ESL students are placed on the Sheltered English Instruction (SEI) Team. All teachers on the team have been trained in Sheltered English Instruction strategies. Additionally, students most in need are scheduled for a second High Intensity ESL class.
- At the elementary level, students are scheduled by grade and by proficiency level for one period of ESL and a second period of High Intensity ESL. Students will receive ESL instruction for the same amount of time as content area instruction each week.
- As added support, there will be an ESL Reading Club at the elementary level and ESL Homework Clubs at both the middle and high schools.
- Supplementary tutoring will be offered by district ESL teachers outside of school hours to ELLs who have suffered learning loss.
- Resources will be created for parents in the form of instructional guides or videos in Spanish to help parents understand the proper use and care of school issued devices, how to navigate Microsoft Teams and other apps used by teachers. This will ensure that parents will be able to help their students at home.
- Three parent advisory committee meetings will be held throughout the year providing ESL parents with resources to help them navigate school in the United States. ESL teachers and supervisors will be available to support parents.
- All district teachers will be trained in Sheltered English Instruction learning best practices and strategies that work in a classroom which includes English Language Learners.
- District administrators will be trained on best practices in Sheltered English Instruction.

STAFF

Staff who want to request an accommodation related to Covid-19 restrictions are to contact the Employee Relations department.

The district administration will continue to provide professional development for staff to continue providing exceptional instruction during the Covid-19 crisis.

The district will continue to work within the Achieve NJ observation and evaluation rules using the Stronge method. The district will continue to support new teachers through the district mentoring program that will differentiate training methods. The district will continue to hire certificated instructional staff members and will assist new staff members with navigating the exceptions to edTPA and any additional flexibilities instituted by the state.

The district mentoring plan will continue to engage new teachers as they navigate their first year of teaching. Included in the mentoring program will be teacher wellness initiatives and technology needs. Mentoring logs will continue to be tracked and submitted in 10-week increments through

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MyLearningPlan. While the ideal mentoring program includes in-person meetings, the mentor and mentee will identify a communication method that is agreed upon by both parties and is safe.

Administrators will support instructional staff members who are navigating the new safety protocols while instructing students in person. They will collaborate with each other and instructional staff to assess teacher, student, and family needs regularly and identify areas where support is needed.

Educational services staff will continue to support students to thrive in their educational setting. They will assist with the scheduling of course changes. They will continue to lead small group instruction in person. The educational services staff will lead SEL lessons in classrooms.

Support staff and paraprofessionals will continue to fill their roles as supporting instruction and administrative staff. Paraprofessionals will support students instructionally while keeping social distance requirements in place when required or applicable.

The district will ensure that instructional staff will provide multiple days of substitute plans that will be able to be implemented by a daily substitute to ensure the instructional plan is followed. The district will work to identify areas that may need additional staffing based on need that would include nurses, occupational therapists, psychologists, and more.

The district will continue to involve the technology department to continue supporting staff and families. Each building has a technology staff member assigned and available for staff and families. The district also has instructional coaches available at each building level to provide support for instructional purposes and assistance for both staff and families. The district will distribute devices to all families in district. Staff members will be supported as needed and department leadership will make requests to the technology office if items need to be ordered. Username and login information is communicated regularly prior to the start of each school year.

Currently, the district does not have student teachers due to the edTPA requirement.

The district's SEL goal for both students and staff will continue to be addressed and expanded as necessary as the need arises. Mental health experts will be available and will promote SEL and digital citizenship.

RESOURCES FOR FAMILIES, STAFF, AND STUDENTS TO SUPPORT THIS PLAN

All faculty and students have access to Microsoft Teams—the district’s means of facilitating online interaction with students. Similar to when school is in session, teachers should use only district-approved online resources with students to ensure privacy guidelines are followed.

Besides Teams, the district has ample resources for faculty and students to access including:

- Albert.IO
- Bookshare
- BrainPOP
- Destiny Follett
- Flipgrid
- Forms
- Khan Academy
- LearningAlly
- Lexia
- Microsoft Office Suite
- OneNote
- SeeSaw
- Safari Montage
- ScootPad
- SpellingCity
- Sway
- Turnitin

Most of these options are available via single sign-on through ClassLink (<http://classlink.rtnj.org/>) The username and password for ClassLink is tied directly to district Office 365 accounts. Please use the same information to access this site. Teachers have flexibility in terms of how they might have students demonstrate learning and understanding for each day or period.

COMPARISON CHART

The purpose of this comparison chart is to help students, staff, and families quickly see how the plan for starting the 2021-2022 school year will differ from our reopening plan from last year. Our plan will be based upon public health metrics and guidance from agencies that make recommendations or determinations for public schools in New Jersey. Therefore, the information in the chart below for 2021-2022 is **subject to change**. While we are excited and ready for a more typical school year, we are also prepared for any challenges we may face as a school community.

Item	2020-2021	2021-2022
Masks	Required	Required*
Physical Distancing	6 ft	3 ft or to the greatest extent possible
Full Day In-Person Instruction	No	Yes
Fully Virtual Instruction Option	Yes	No
Lunch in School	No	Yes
Free Lunch for All Students	Yes	Yes
Free Breakfast Onsite (Grab and Go)	No	Yes
Field Trips/Assemblies	Yes	On a case-by-case basis
Hallway Lockers (RMS & RHS)	No	Yes
Locker Room Use (RMS & RHS)	No	No
Elementary Student Cohorts	Yes	No
Directional Hallways/Stairwells	Yes	Yes
Increased Ventilation	Yes	Yes
Hand Washing Hygiene	Yes	Yes
Hand-Sanitizer Stations	Yes	Yes
Increased Cleaning and Sanitizing	Yes	Yes
Seating Charts for Buses	Yes	Yes
Late Buses	No	Yes
Masks on Buses	Yes	Yes
Faculty and Grade Level Meetings (Staff)	Virtual	In Person
Professional Learning (Staff)	Virtual	Virtual and in person
Staff/Student Daily Self-Screening	Yes	Yes
Contact Tracing (Health Department)	Yes	Yes
Isolation Area in Each School	Yes	Yes
Visitors in the Building	No	On a case-by-case basis
Before and After School Clubs	Virtual	In person
Back to School Nights	Virtual	In person
Parent / Teacher Conferences	Virtual	In person (virtual at parent request)
IEP, 504, and I&RS Meetings	Virtual	In person (virtual at parent request)
Before and After School Care	No	Yes

**All students and staff will be required to wear masks per Executive Order 251. No student or staff will be permitted to attend school who are not masked unless an exemption applies.*

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