



Clementon School District
On the Road Back, WE Shall Travel
Together

2020-2021 Academic Year

Reopening Plan (User-Friendly Version)

Mrs. Kathleen Haines

Superintendent

Draft Submitted to the Board of Education on Monday July 27, 2020

This plan is based on the NJDOE guidance document

<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

Camden County Board Of Health

Legal Guidance provided by Parker McCay

<https://files.constantcontact.com/923fd810201/1603acc6-cf10-457d-9dc7-6fd34fd37997.pdf>

CDC

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Strauss Esmay Blanket Policy 1648

Subject To Change as per Governor's Order

RESTART & RECOVERY PLAN

Clementon Board of Education Members

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Randy Freiling, Vice-President
Danielle Aubry
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Kathleen Haines
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Lauren Giordano
Donna Phillips
Jose Cruz
Maria Addison
Jim Butz
Kelly Kolody
Jessica Ballinghoff
Helene Weyland
Katie Anderson
Amy Berth
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Pandemic Committee

Kathleen Haines, Superintendent/School Safety Specialist
Jared Fudurich< Principal
Lauren Giordano< Special Education Director
McKinnon Erario, Middle School Teacher
Tina Jennetta, Teacher
Maryellen Haldemann, Middle School Teacher
Laura Mason, Counselor
Kerri Husband, Social Worker
Maria Addison, Nurse
Katie Anderson, Parent

RESTART & RECOVERY PLAN

TABLE OF CONTENTS

	<u>Page #</u>
Introduction	6
Appendices	7-36
a. Critical Area of Operation #1 General Health and Safety Guidelines	9
b. Critical Area of Operation #2 Classrooms, Testing, and Therapy Rooms	12
c. Critical Area of Operation #3 Transportation	14
d. Critical Area of Operation #4 Student Flow, Entry, Exit, and Common Areas	15
e. Critical Area of Operation #5 Screening, PPE, and Response to Students and Staff Presenting Symptoms	16
f. Critical Area of Operation #6 Contact Tracing	18
g. Critical Area of Operation #7 Facilities Cleaning Practices	19
h. Critical Area of Operation #8 Meals	20
i. Critical Area of Operation #9 Recess/Physical Education	21
j. Critical Area of Operation #10 Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours	22
k. Academic, Social, and Behavioral Supports	23
l. Establishing a Restart Committee	24

RESTART & RECOVERY PLAN

m.	Pandemic Response Teams	25
n.	Scheduling	26
o.	Staffing	27
p.	Athletics	28
q.	Remote Learning	29-36
	Chart of Useful Links	37-41

RESTART & RECOVERY PLAN

Introduction

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (NJDOE Guidance), a Guidance document to assist New Jersey school districts to develop, in collaboration with community stakeholders, a Restart and Recovery Plan (Plan) to reopen schools in September 2020 that best fits the school district's local needs. The NJDOE Guidance presents information for New Jersey public school districts related to four key subject areas: Conditions for Learning; Leadership and Planning; Policy and Funding; and Continuity of Learning.

The Board of Education Restart and Recovery Plan (Plan) has been developed to be consistent with the requirements in the NJDOE Guidance with consideration to the school district's local needs in order to ensure school(s) in the district reopen safely and are prepared to accommodate students' unique needs during this unprecedented time.

To ensure consistency with respect to the health and safety of school communities across the State, the NJDOE Guidance speaks specifically to health and safety measures identified as "anticipated minimum standards." These “anticipated minimum standards” are items the NJDOE Guidance recommends a school district incorporate into the Plan as definite components related to health, safety, and operations. Through this established set of Statewide standards, the NJDOE can ensure the State's educational health does not come at the expense of public health. The “anticipated minimum standards” in the NJDOE Guidance are listed and have been incorporated into the school district's locally developed Plan.

The NJDOE Guidance also provides “considerations” that may help school officials in strategizing ways to adhere to the “anticipated minimum standards”, but do not represent necessary components of the Plan. These “considerations” are not listed in the school district Plan, but school officials have reviewed and incorporated the “considerations” included in the NJDOE Guidance when developing the Plan.

The NJDOE Guidance uses the term “should” throughout the document when referencing “anticipated minimum standards ... that school districts should incorporate into their reopening plans as definitive components related to health, safety, and operations.” Therefore, those provisions in the NJDOE Guidance listed as “anticipated minimum standards” have been interpreted to be required components in the Plan.

The NJDOE Guidance uses the term “school districts” or “schools” or “districts” when referring to the completion of tasks. For example, “districts must develop a schedule for increased routine cleaning and disinfection.” This Plan assigns the responsibility for completing tasks to “school officials” which would be the Superintendent of Schools or a designee of the Superintendent of Schools.

The NJDOE Guidance requires a Board Policy to address several elements outlined in the NJDOE Guidance. The Board of Education has adopted Board Policy 1648 – Restart and Recovery Plan that includes the policies required in the NJDOE Guidance.

This Plan is aligned with the requirements outlined in the NJDOE Guidance. The Appendices section of this Plan include the school district's unique and locally developed protocols to ensure school(s) in the district

RESTART & RECOVERY PLAN

reopen safely and are prepared to accommodate staff and students' unique needs during this unprecedented time. Also included in the Appendices section is a chart that includes all websites and outside guidance information that are listed in the NJDOE Guidance.

The requirements outlined in the NJDOE Guidance and incorporated into this Plan are controlled by the Executive Order of the Governor of New Jersey and are subject to change.

RESTART & RECOVERY PLAN

Appendices

Restart and Recovery Plan to Reopen Schools

Clementon School District

Board of Education

Fall 2020

Appendix A

RESTART & RECOVERY PLAN

Critical Area of Operation #1 - General Health and Safety Guidelines

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

In accordance with the CDC, the protocol for high risk staff members and students:

- School officials will maintain communication with local and State authorities for mitigation levels
- School officials will ensure staff and students who are at higher risk are protected and supported (telework and virtual learning, etc.)
- Adhering to the CDC guidance for schools and childcare programs (Clementon Board of Education will be opting out of childcare programs)
- School officials and school board promotes behaviors that reduce the spread of COVID-19
- Reasonable accommodations will be provided for those with higher risk for severe illness from COVID-19
 - Social Distancing is mandated at 6 feet apart
 - Masks will be mandated all day
- Additional Considerations for Staff and Students
 - <https://docs.google.com/document/d/1YQPBjHyNrSgrbZQjV7JvxlsSdck6nRTcLPmyNP6nAw/edit?usp=sharing>
- School officials will maintain communication with local and State authorities for mitigation levels
- School officials will ensure staff and students who are at higher risk are protected and supported (telework and virtual learning, etc.)
- Back to School nights, and Parent/Teacher conferences will be virtual or by phone
- Staff are required to socially distance and all meetings/training will be virtual
- Board Meetings will have the option of meetings held in person or virtual. When held in person, Board members only will be admitted into the building. 25% capacity permitted.

RESTART & RECOVERY PLAN

- Due to more stringent requirements to keep sick/possibly sick children home, enforcement provisions of the attendance policy will include wellness checks with considerations due to the pandemic considered.
- Daily attendance taken/required - on days when the student is present or remote

100% Remote Learning Option

- Full time remote learning must adhere to the length of school day requirements under N.J.A.C. 6A:32-8.3, local attendance policies, and any other local policies governing delivery of services to, and district expectations of, students participating in remote programs and their families.
- All students are eligible to participate in full time remote learning. A google doc link was provided to families to select full remote.
- Families will need to provide the Principal two weeks notice prior to returning to a hybrid schedule.
- Students are assigned to district grade level teachers needing/electing to teach remotely
- Students are provided a Chromebook and other necessary materials/books
- Wifi required - contact your child's administration if this is an issue for your family
- Same quality and standard of education requirements as in-person with some possible adjustments to the presentation of the materials
- Teachers will communicate through the use of Class Dojo, Remind App, Google classroom, emails, and phone calls
- Administration will communicate through Standard mailings, Remind, and School website
- Enhanced Instruction will blend live/recorded instruction and self-paced work under the supervision of the teacher following updated/revised curricular and instructional guidance developed by administrative/teacher committees over the summer
- Special Education and related services will be provided to the greatest extent possible
- Updated teacher and student expectations shared in late August/September
- Daily virtual attendance taken/required. If students don't participate (attend Zoom sessions/recordings and complete required work for the day,) they will be marked absent. As per our BOE attendance policy, students who miss more than 12 unexcused days of school may be retained to repeat a grade level. This also

RESTART & RECOVERY PLAN

may result in a court summons for not meeting state mandates. (Days absent as a result of illness related to COVID and/or other excusable reasons will be exempt.)

Procedures for Submitting Full Time Remote Learning Requests:

- Parents must submit via Google Form their request for remote instruction by August 21, 2020 to the District.
- If your child has an IEP or a 504, the school district will decide if an IEP meeting or amendment is necessary for Remote Learning. Please contact your child's case manager or 504 coordinator to arrange a time. All students who choose full remote will have an amendment added to the IEP, documenting as such.

Procedures to Transition from Fulltime Remote Learning to In-Person Services:

- A student is eligible to transition from a full time remote learning environment to in-person services by request.
- Parents must submit their request via Google Form and will be contacted about a transition date to return to in-person services. The transition process will take approximately two weeks to allow for arrangements to be made to ensure continuity of instruction.

Reporting:

- Districts must report to the DOE their data regarding participation in full time remote learning, including the number of students participating in full time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

Appendix B

Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms

RESTART & RECOVERY PLAN

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

In addition to the Critical Area of Operation #2, the Clementon Board of Education will:

- Ensure Social Distancing in Instructional and Non-Instructional Rooms
 - Provide Procedures for Hand Sanitizing/Washing
 - Provide face coverings for students, staff and visitors entering the building
 - Physical barriers for registration, student evaluations and as needed
 - All students will have their own supply bags, which will be labeled.
 - Adequate ventilation within the building
 - Hand sanitizing stations at every entrance, hallway and outside of bathrooms. The alcohol-based hand sanitizer will be 62% alcohol. In addition to hand sanitizer, the classrooms will have hand washing stations
 - Student manipulatives will not be shared, students will have individual labeled containers to house personal manipulatives if needed for instruction.
- a. Social Distancing in Instructional and Non-Instructional Rooms
- Seating charts will be required from each classroom for every student
 - Submitted to administration and have a copy available in classroom
 - Students will be spaced 6 feet apart in classrooms from each seat or area
 - Students will be seated 6 square floor tiles apart from each other
 - If students cannot be separated 6 feet apart then group table furniture may have to be removed from the classroom
 - Suggested that Burgandy Group Students are assigned different desks than Gray Group Students
 - Every other desk layout be assigned to a specific group
 - Labeled with student names to make it easily recognized by teachers and students
 - If unattainable, then desks must be wiped down each day
 - Have taped arrows on the floor to designate directions to walk down each aisle to avoid student contact when getting up and moving (ex. sharpen pencil)
- b. Procedures for Hand Sanitizing/Washing
-

RESTART & RECOVERY PLAN

- Students and staff will be required to use hand sanitizer on entry to each classroom. Handwashing for 20 seconds will be strongly recommended over hand sanitizer when able.
 - Have routine procedure set in place for one pump of hand sanitizer per use
 - Hand sanitizer will be provided for each classroom
 - Teachers upstairs have the ability to require students to wash hands when returning to the classroom, after sneezing, etc. with sinks in the classroom
- c. Mask Protocol, Storage, and Breaks
- Students will be required to wear masks at all times with the following exceptions:
<https://www.nj.gov/education/reopening/faqs/index.shtml>
- d. Student and Classroom Supplies
- General classroom supplies cannot be shared amongst the students
 - Students will be required to bring in their own necessary supplies to use or teachers will prepare kits for each child to use in class.
 - Chromebooks
 - Teachers will have a number system labeled for each chromebook
 - Students will be assigned to one chromebook each by number
 - Teachers need to keep a copy of a list of student names and assigned chromebook number for reference
 - Novels and Textbooks
 - Teachers will have a number system for each textbook, workbook, or novel
 - Students will be assigned to one each by number when able
 - Teachers need to keep a copy of a list of students names and assigned book number for reference
- e. Lining Up
- Have tape on the floor of your classroom to signal where students need to stand when lining up to leave the classroom (6 ft. apart)
 - Suggested placing tape marks in those spots
 - Assigning number spots to students
 - Have color spots
- f. Fire Drills- 6 feet apart
- g. Lockdown Drills- Only Non-contact drills until November
- h. Bathroom Routine and Schedule
- Middle sinks and urinals will be closed (covered) to limit occupancy and assist with social distancing
 - Disposable bathroom passes which will be used to indicate number of students in the bathroom

Appendix C

RESTART & RECOVERY PLAN

Critical Area of Operation #3 – Transportation

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

The Critical Area of Operation #3 is handled by the contracted transportation service provider..
Clementon School District does not provide transportation.

We are a walking district. However, students who are eligible for bussing, such as out of district placements, preschool disabled, those who are protected by the McKinney Vento Act or placed by the Department of Child Protection and Permanency that require bussing will follow recommendations set forth by the CDC. Furthermore, contracted transportation companies must adhere to the following district requested protocol:

Transportation Guidelines

- One student per row, skipping a row between each child; 54-passenger bus = 11 kids; seating students from the same household in one seat is okay. Okay to put kids every row with barriers. If none of that is possible, face coverings required. Hang signs on the bus to reinforce rules.
- Encourage social distancing by maximizing space between riders and maintaining space between the driver and the passengers.
- Face covering must be worn by all staff onboard busses.
- Face covering is required to be worn by students.
- Keep windows open for ventilation except during inclement weather.
- Vehicles must be cleaned and disinfected between each use.
- Temperature checks are recommended prior to boarding and on site after arrival.
- Attendance daily for contact tracing.

RESTART & RECOVERY PLAN

Appendix D

Critical Area of Operation #4 - Student Flow, Entry, Exit, and Common Areas

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

- a. Location of Student and Staff Screening
 - Student screening will happen at three designated entry points. Pre-K-2 will enter at Door A-2, Grades 3-5 will enter at Door D-6, and Grades 6-8 will enter at Door C-1.
 - Students will line up while waiting for entry, socially-distanced six feet apart, marked by burgundy and white paw print markings on all sidewalks.
 - Staff will complete weekly self-temperature reporting sheets. Staff that request a temperature scan at school will be provided an area upon entry through the main entrance.

- b. Social Distancing in Entrances, Exits, and Common Areas
 - Students will be temperature scanned at their designated entry point, and pending results will:
 - proceed directly to their classroom for a temperature registering below 100.4 degrees as recommended by the CDC
 - proceed to a cool-down area for a temperature re-check if displaying an elevated temperature that is consistent with heat-related illness
 - proceed to an isolation room for a fever of 100.4 or greater and/or visible symptoms
 - Link to building map with entry/exit points, traffic flow, temperature check stations and isolation rooms identified <https://drive.google.com/file/d/1G-IR1W1hZRR-chwi1siZcto719WPyOBs/view?usp=sharing>
 - Signage and floor markings will be utilized to indicate social distance spacing while in line and direct traffic flow of students.
 - Entry locations will also serve as the exit points for students on a staggered schedule.

RESTART & RECOVERY PLAN

Appendix E

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

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

a. **Screening Procedures for Students and Staff**

- Adopted policy 1648 regarding screening procedures.
- Staff will visually check students for symptoms upon arrival at one of three designated entry points as outlined in Appendix D. Visual symptoms may include but are not limited to: Fatigue, extreme fussiness, coughing, and, flushed cheeks, rapid breathing or difficulty breathing *without* recent physical activity. Students exhibiting visual symptoms will be isolated per Appendix E (b).
- Temperature screening will be done via non-contact thermometer. Students will be screened for temperature upon entry to the school building at one of three designated entry points as outlined in Appendix D. Temperature screening will be provided for Staff Members upon request at a designated area at the main entry point to the school as outlined in Appendix D. CDC defines fever as 100.4 when temperature is taken via contactless thermometer. Students or Staff with temperature of 100.4 or above will be isolated per Appendix E (b).
- Staff will self-report on daily Board approved 'COVID-19 Daily Self Checklist'. Staff recording a YES answer to any of the questions in the self checklist are required to stay at home and contact their Healthcare provider for evaluation.

b. **Protocols for Symptomatic Students and Staff**

- A Student or Staff Member that is symptomatic will report to the closest isolation room for referral to the School Nurse.
Isolation rooms will be located as follows: Room C102 and A100.
- Upon referral to the School Nurse Students will be assessed according to individual baseline, current available medical history and any written order/s from the Student's medical home. Students exhibiting signs/symptoms of COVID related illness as currently defined by the CDC will be excluded from school pending evaluation by their Healthcare Provider.

RESTART & RECOVERY PLAN

- Parents and Caregivers will be encouraged to have a plan in place for the immediate pickup of Students presenting to the School Health Office with signs/symptoms of illness. ‘Immediate pickup’ constitutes within a reasonable amount of time from location, and, if there is a delay, the delegation for safe pickup from school.
- Staff Members exhibiting signs/symptoms of COVID related illness as currently defined by the CDC will be relieved from daily duty pending evaluation by their Healthcare Provider.
- School administrators will follow current Camden County Health Department guidelines for the reporting of suspected or diagnosed communicable disease as outlined in Appendix F.
- Re-entry to the school for Students and Staff members experiencing signs/symptoms of COVID related illness will be in accordance with current CDC and NJ Department of Health guidelines *and* upon written medical clearance from the Student/Staff Member’s medical home.

COVID Scenarios:

https://docs.google.com/document/d/1Cz3x0d_uDu1i9C3G5g2iVnZtbZs0v0cl/edit

c. **Protocols for Face Coverings**

- Face coverings are required at all times in classrooms and throughout the school building unless a written medical exemption is provided from the Staff Member or Student’s medical home.
- The expectation is that every individual in the school building wears a mask at all times including visitors to the school.
- Education and signage will be provided to ensure face coverings are applied, worn, removed and stored correctly: [Wear a Cloth Face Covering to Protect You and Your Friends](#)

RESTART & RECOVERY PLAN

Appendix F

Critical Area of Operation #6 - Contact Tracing

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

- The **superintendent** and any designee(s) will work closely with the Camden County Health Department to support any efforts towards identifying students/staff necessary to facilitate contact tracing for confirmed COVID-19 cases that impact the district/school community.
- Contact tracing will be done as per Camden County Health Department protocols.

RESTART & RECOVERY PLAN

Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices

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

To ensure the health and safety of all students and staff:

Monday, Tuesday, Thursday and Friday from 10:00 a.m. to 2:00 p.m.:

- Highly touched surfaces will be sanitized throughout the day (such as: handrails, door handles, push plates, windows, bathrooms, water fountains, doors, refrigerators, garbage cans, copy machines, radios, telephones, computers and dispensers, etc.)
- Teachers and other staff will be provided with sanitizing wipes for as needed use.
- At the end of each day custodial staff will sanitize:
Classrooms, Gymnasium, Bathrooms (including but not limited to walls and partitions),
Hallways/Foyers, Offices, MPR, Lunchroom/Kitchen and Playgrounds

Wednesday will serve as our mass sanitizing day:

- In addition to the above, the custodial staff will complete a more intensive sanitizing/cleaning process by using machinery (Kaivac and the Victory Electrostatic Sprayer).

Chemicals and Supplies:

- Disinfectant spray/wipes, BruTab65, Buckeye Eco Hydrogen Peroxide Cleaner, Buckeye Eco One Step Disinfectant Cleaner, Buckeye SaniCare Pine Quat One Step Disinfectant Germicidal Detergent, Micro Fiber Rags/Mops, Portable Electric Misting Sprayer, Omni Flex Machine, Viper Rug Extractor, Chariot 2 IScrub Floor Machine and Hawk Osprey Pro 2G sprayer.

**All chemicals used for sanitizing are approved:

<http://bhcinc.com/product/brutab-6s>

<https://www.buckeyeinternational.com/media/2466-e22-lit.pdf>

<https://www.buckeyeinternational.com/media/2463-e15-lit.pdf>

<https://www.buckeyeinternational.com/media/2158-lmp-lit.pdf>

RESTART & RECOVERY PLAN

Appendix H

Critical Area of Operation #8 – Meals

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

In order to comply with social distancing orders for students attending school:

- Breakfast and lunch will be available/served to all students within their classrooms while social distancing
- As per Camden County Health Department, students and staff can remove masks to eat
- Breakfast and lunch will be offered at no cost to free and reduced qualifying children
- Meals will be labeled with students' names
- The utensils, containers and/or bags will be fully disposable
- For breakfast there is just ONE OPTION available per day (unless there's a documented allergy)
- For lunch there will be TWO CHOICES daily– hot and cold. (Students will choose their lunch for the day in the AM)

Remote students:

- One day pick-up, for 5 days of a full reimbursable breakfast and lunch
- Meals will come with instructions for storing and heating
- Informational flyers will be sent home to parents regarding a reimbursable meals
- Students who pay the full cost of meals and are remote, will be required to pay before pickups

Parents will also be provided with USDA National Hunger Hotline and website:

- Hotline: 1-866-3HUNGRY
- Website: <https://www.hungerfreeamerica.org/about/our-work/usda-national-hunger-hotline>

RESTART & RECOVERY PLAN

Appendix I

Critical Area of Operation #9 – Recess/Physical Education

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

- Indoor and outdoor locations will be identified and utilized on a staggered schedule for recess/movement breaks
- Remote PE/recess menu of activities will be provided to students
- Maps, signage, schedules, and cones/tape will be used to ensure social distancing, create boundaries and designate spaces
- There will be no use of shared equipment (playground, sports equipment, etc..)
- Locker rooms will be closed
- All individuals will wash hands immediately upon re-entry to the building

RESTART & RECOVERY PLAN

Appendix J

Critical Area of Operation #10 - Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours

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

- Virtual Field Trips Only
- No After school activities
- No Use of Facilities Outside School Hours
- Virtual Clubs are permitted
- Revisit as new guidelines are released and restrictions are lifted

RESTART & RECOVERY PLAN

Appendix K

Academic, Social, and Behavioral Supports

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

Supplemental Materials:

- Clear face masks for students and staff, as needed (special consideration for special populations, such as but not limited to, ELL, Special Education, those receiving specialized reading instruction or related services.
- Plexiglass dividers and PPE to allow staff to work with students of special populations (as mentioned above) and/ or those needing more advanced deescalation techniques, including therapeutic holds.

Academic:

- The district will continue to offer talented and gifted and other challenge based opportunities that create equitable access to advanced and rigorous learning opportunities for all students.
- The district will continue the I&RS process.
- The district will continue to offer multi tiered supports and response to intervention time.
- The district will continue to provide targeted reading instruction through our SPIRE program.

Social:

- The district will continue to use online platforms, such as Newsela to promote social emotional wellbeing through literature, discussion and relevant news articles.
- The district will continue to provide PLC work and book studies around brain based learning, inclusive environments, trauma and restorative practices, growth mindset and fostering resilient learners.
- The district will continue to provide platforms for families in need of assistance to access school based and referrals for service.
- The district will maintain relationships with community stakeholders to provide student and family support.
- The district will continue to provide counseling and behavioral consult through the guidance department, school psychologist, school social worker and certified behavior analyst.

Behavioral:

- The district will continue with all HIB protocol and procedure.
- The district assembled and will maintain a crisis management team to conduct both, threat assessment and suicide prevention.
- The district will continue the I&RS process.
- The district Behavioral Analyst is available for teacher, student and family consult.

Additional Resources:

- District Padlet on SEL <https://padlet.com/lgiordano3/9lze23f1cumq>
- Mental and Emotional Health Resources
<https://docs.google.com/document/d/1FirSj8ykXJyv7rVhzjFaICJfs5in741UGjArXsLoutw/edit?usp=sharing>

RESTART & RECOVERY PLAN

- SEL/Health & Safety Resources
<https://docs.google.com/spreadsheets/d/1tfa82wRmXnF4mnOeNWPPd0FBJjsY9Fci0HGTPacmLZk/edit?usp=sharing>

RESTART & RECOVERY PLAN

Appendix L

Restart Committee

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

Restart committee meets regularly. A digital team will be formed to support remote learning. The Restart Committee met weekly to discuss safety guidelines and instructional decisions. This committee included administrators, teachers, staff members, board members and parents.

RESTART & RECOVERY PLAN

Appendix M

Pandemic Response Teams

This school district should include in Appendix M the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.2.

- The district has a PRT team consisting of all levels of the building, representing all departments. the committee is made up of several staff, parents, and students.
- The PRT Meets weekly and will continue to do so as the pandemic endures.
- The committees responsibilities are:
 - Purpose of team to implement COVID-19 related decision-making, including administrators, teachers, CST member, nurse, custodian, parents
 - Oversee implementation of district plan, adjusting school health protocols as needed, providing training to staff, reviewing/reporting school-level COVID-19 data, develop procedures to foster supportive school climates, communicating school-based decisions, creating avenues of communication to and from school community

RESTART & RECOVERY PLAN

Appendix N

Scheduling of Students

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

School Day

- School will reopen with a hybrid, rotating, full-day schedule
- The students will be split into three teams including siblings: Burgundy, Gray and Bulldogs.
- Burgundy Team will attend in school on Mondays and Tuesdays
- Wednesday is all Remote for sanitizing protocols, teacher planning, office hours
- Gray Team will attend in school on Thursdays and Fridays
- Bulldogs: Preschool, MD and BD students will attend Monday, Tuesday, Thursday and Friday
- Students/families may elect to do all remote learning Monday-Friday
- Students who elect full remote are expected to work remotely 4 hours a day

Educational Program

- Instructional plans will follow the NJDOE's New Jersey Specific Guidance for Schools and Districts

RESTART & RECOVERY PLAN

Appendix O

Staffing

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

- The Board's Plan and decision-making throughout the school year will consider unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns.
- When making staffing scheduling and assignments, the school district will comply with all applicable employment laws including, but not limited to, the American Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA), and all applicable State laws. Additionally, prior to finalizing any COVID-19 related changes for the 2020-2021 school year, the district will also consult with the local bargaining units and legal counsel.
- The Board's Plan will identify roles and responsibilities of school administrators, teachers, instructional assistants, educational services professionals, and student teachers that will ensure continuity of learning and leverage existing resources and personnel to maximize student success.
- Educators will maintain quality instruction for students and abide by the minimum requirements set forth in NJDOE regulations.
- Mentoring Guidance will be provided for non-tenured teachers with an induction to the teaching profession and to the school district community through differentiated support based on the teachers' individual needs.
- Educator Evaluation Guidance – Provides a description of flexibilities and requirements for educator evaluation necessitated by the state mandated school closures caused by COVID-19. This Guidance applies to all Teachers, Principals, Assistant Principals (APs), Vice Principals (VPs), and Other Certificated Staff for School Year (SY) 2019-2020, and is differentiated for educators with a provisional certification, in the process of earning tenure, and on a corrective action plan (CAP).

RESTART & RECOVERY PLAN

Appendix P

Athletics

This school district should include in Appendix P the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.7.

- Clementon School will not be participating in Fall sports
- We will re-evaluate and make a determination for winter and spring sports
- District will adhere to all applicable social distancing requirements and hygiene protocols during any approved athletic practices and games.

RESTART & RECOVERY PLAN

Appendix Q:

Based on recent county data we are pivoting to full remote learning until October 5th. If our area moves from moderate to low, this decision will be re-evaluated.

https://www.state.nj.us/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf

Student expectations:

- Attendance with stricter requirements
- Participation in live instruction during school hours
- Device monitoring - Securly

Teacher expectations:

- Google Classroom organized by grade level with multiple teacher collaborators
- Securly to monitor student use and activity, view their screens, lock them into assignments
- Use of Google Meet, online subscription programs and other virtual learning platforms
- 4-hours of instruction per day (total including special area and all academic subjects)
- Synchronous and Asynchronous learning and recorded lessons daily - 5 days a week
- Follow the curriculum and pacing guides
- Daily remote PE/recess menu of activities provided to students
- Grading - TBD, but begin recording grades as you would traditionally
- Record attendance in PowerSchool

Despite all of the planning and preparation of the Administration, Board of Education, Teachers and Staff, the district needs additional time to best prepare to re-open to satisfy the State's health and safety standards. **All students will participate in Full Remote Learning beginning on September 8th through October 5th, 2020.** The following legitimate and documented reasons explain the need for a delayed re-opening:

- Based on staff survey, the majority of teaching staff will feel more safe with effective training. Therefore, we are allocating time for staff training on mandated health and safety guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>
- Staff training on synchronous and asynchronous learning models of virtual instruction and social distanced class instructional strategies
- Provide professional development daily to collaborate and respond to teacher safety concerns and questions to enhance safety procedures
- Additional student and family information on returning to school during a pandemic
 - What will it look like for our returning in-person learners?
 - What students should expect when they get here?
 - How can we prepare students and minimize fears?

RESTART & RECOVERY PLAN

We are committed to the highest quality instructional opportunities for our students during this challenging time. Safety is our first priority for our students, staff and families.

REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
 - 1. All students are eligible for full-time remote learning.

ADMINISTRATION

1648.02/page 2 of 8

Remote Learning Options for Families

RESTART & RECOVERY PLAN

a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.

b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 14 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.

2. The student may only begin full-time remote learning

[Choose one or more of the following:

___ at the beginning of the school year.

___ at the beginning of a marking period.

___ at the beginning of a mid-year semester.

X within 10 school days after receiving written approval of the Principal or designee.]

3. The written request for the student to receive full-time remote learning shall include:

a. The student's name, school, and grade;

ADMINISTRATION

1648.02/page 3 of 8

Remote Learning Options for Families

b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;

c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;

RESTART & RECOVERY PLAN

d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and

e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

(1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.

4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.

ADMINISTRATION

1648.02/page 4 of 8

Remote Learning Options for Families

a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. The Principal's written approval of the request shall be provided to the parent within 3 calendar days of receiving the parent's written request.

a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.

C. Scope and Expectations of Full-Time Remote Learning

1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:

RESTART & RECOVERY PLAN

- a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board’s Attendance Policy and Regulation 5200; the provisions of the district’s remote learning program outlined in the school district’s Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
- b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
- c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).

ADMINISTRATION

1648.02/page 5 of 8

Remote Learning Options for Families

(1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.

d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district’s remote learning option.

D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 14 calendar days before the student is eligible for in-person services.

2. A student is only eligible to transition from full-time remote learning to in-person services commencing

[Choose one or more of the following:

___ at the beginning of the school year.

___ at the beginning of a marking period.

RESTART & RECOVERY PLAN

___ at the beginning of a mid-year semester.

within 10 school days after receiving written approval of the Principal or designee.]

ADMINISTRATION

1648.02/page 6 of 8

Remote Learning Options for Families

3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:

a. The student's name, school, and grade;

b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and

c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.

4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least

[Choose one or more of the following:

___ one marking period in remote learning before being eligible to transition into the school district's in-person program.

___ one semester (1/2 school year) in remote learning before being eligible to transition into the school district's in-person program.

10 school days in remote learning before being eligible to transition into the school district's in-person program.]

a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.

5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.

RESTART & RECOVERY PLAN

ADMINISTRATION

1648.02/page 7 of 8

Remote Learning Options for Families

a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.

7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department to Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.

a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:

a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;

b. Procedures for submitting full-time remote learning requests in accordance with B. above;

c. Scope and expectations of full-time remote learning in accordance with C. above;

d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and

RESTART & RECOVERY PLAN

e. The school district’s procedures for ongoing communication with families and for addressing families’ questions or concerns.

G. Home or Out-of-School Instruction

1. No provision of this Policy supersedes the district’s requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

New Jersey Department of Education Guidance Document:
“Clarifying Expectations Regarding Fulltime Remote Learning
Options for Families 2020-2021”

RESTART & RECOVERY PLAN

CHART OF USEFUL LINKS

Conditions for Learning		
Section	Title	Link
Critical Area of Operation #1	CDC Activities and Initiatives supporting the COVID-19 Response and the President's Plan for Opening American Up Again	https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-day-camps.html%20-%20page=46
	Childcare, Schools, and Youth Programs	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html
	People Who Are at Increased Risk for Severe Illness	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
	Reopening Schools in the Context of COVID-19: Health and Safety Guidelines from Other Countries	https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief
Critical Area of Operation #2	ASHRAE Offers COVID-19 Building Readiness/Reopening Guidance	https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance
	When and How to Wash Your Hands	https://www.cdc.gov/handwashing/when-how-handwashing.html
Critical Area of Operation #3	Bullock announces phased approach to reopen Montana	https://nbcmontana.com/news/coronavirus/bullock-announces-phased-approach-to-reopen-montana
	What Bus Transit Operators Need to Know About COVID-19	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html

RESTART & RECOVERY PLAN

Critical Area of Operation #4	Stop the Spread of Germs (Printable Poster)	https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf
	Handwashing (Printable Posters)	https://www.cdc.gov/handwashing/posters.html
Critical Area of Operation #5	Communicable Disease Service	https://www.nj.gov/health/cd/
Section	Title	Link
	COVID-19: Information for Schools	https://www.state.nj.us/health/cd/topics/covid2019_schools.shtml
	Quick Reference: Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19	https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf
	Guidance for Child Care Programs that Remain Open	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html
	General Business Frequently Asked Questions	https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
Critical Area of Operation #7	Guidance for Cleaning and Disinfecting	https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf
	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
Critical Area of Operation #8	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
Social Emotional Learning and School Climate and Culture	A Trauma-Informed Approach to Teaching Through Coronavirus	https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus
	CASEL – An Initial Guide to Leveraging the Power of Social and Emotional Learning as You Prepare to Reopen and Renew Your School Community	https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf
Multi-Tiered Systems of Support (MTSS)	New Jersey Tiered System of Supports (NJTSS) Implementation Guidelines	https://www.nj.gov/education/njtss/guidelines.pdf
	RTI Action Network	http://www.rtinetwork.org/

RESTART & RECOVERY PLAN

	The Pyramid Model: PBS in Early Childhood Programs and its Relation to School-wide PBS	https://challengingbehavior.cbcs.usf.edu/docs/Pyramid-Model_PBS-early-childhood-programs_Schoolwide-PBS.pdf
Wraparound Supports	SHAPE	http://www.schoolmentalhealth.org/SHAPE/
	Child Care Resource and Referral Agencies	https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx
	Coronavirus Resources for Mentoring	https://nationalmentoringresourcecenter.org/
Section	Title	Link
Food Service and Distribution	Benefits of School Lunch	https://frac.org/programs/national-school-lunch-program/benefits-school-lunch
Quality Child Care	Child Care Resource and Referral Agencies	https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx
	Division of Early Childhood Education	https://www.nj.gov/education/ece/hs/agencies.htm
Leadership and Planning		
Section	Title	Link
Scheduling	New Jersey Specific Guidance for Schools and Districts	https://www.nj.gov/education/covid19/sped/guidance.shtml
Staffing	Mentoring Guidance for COVID-19 Closures	https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml
	Educator Evaluation During Extended School Closure as a Result of COVID-19	https://www.nj.gov/education/covid19/teacherresources/eevaluation.shtml
	Performance Assessment Requirement for Certification COVID-19 Guidance	https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml
	Educator Preparation Programs and Certification	https://www.nj.gov/education/covid19/teacherresources/eppcert.shtml
Athletics	Executive Order No. 149	http://d31hzhk6di2h5.cloudfront.net/20200530/7d/e6/d1/5c/09c3dc4d1d17c4391a7ec1cb/EO-149.pdf
	NJSIAA COVID-19 Updates	https://www.njsiaa.org/njsiaa-covid-19-updates
	NJSIAA provides return-to-play guidelines – Phase 1	https://www.njsiaa.org/events-news-media/news/njsiaa-provides-return-to-play-guidelines-phase-1

RESTART & RECOVERY PLAN

	Guidance for Opening up High School Athletics and Activities	https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf
Policy and Funding		
Section	Title	Link
Elementary and Secondary School Emergency Relief Fund	CARES Act Education Stabilization Fund	https://www.nj.gov/education/covid19/boardops/caresact.shtml
	NJDOE EWEG	https://njdoe.mtbgms.org/NJDOEGMSWeb/logon.aspx
FEMA – Public Assistance	Request for Public Assistance (RPA) Process	https://njemgrants.org/site/rpasubmission.cfm
Section	Title	Link
Purchasing	New Jersey School Directory	https://homeroom5.doe.state.nj.us/directory/district.php?districtname=educational+services+commission
	NJSTART	https://www.njstart.gov/bso/
	Division of Local Government Services	https://www.nj.gov/dca/divisions/dlgs/
	Local Finance Notice – Coronavirus Response: Emergency Procurement and Use of Storm Recovery Reserves	https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-06.pdf
	Local Finance Notice – COVID-19 – Supplemental Emergency Procurement Guidance	https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-10.pdf
Costs and Contracting	E-rate	https://www.usac.org/e-rate/
	Technology for Education and Career (NJSBA TEC)	https://www.njsba.org/services/school-technology/
Continuity of Learning		
Section	Title	Link
Ensuring the Delivery of Special Education and Related Services to Students with Disabilities	IDEA	https://sites.ed.gov/idea/

RESTART & RECOVERY PLAN

	Guidance on the Delivery of Extended School Year (ESY) Services to Students with Disabilities – June 2020	https://www.nj.gov/education/covid19/boardops/extendedschoolyear.shtml
Technology and Connectivity	Joint Statement of Education and Civil Rights Organizations Concerning Equitable Education during the COVID-19 Pandemic School Closures and Beyond	https://www.naacpldf.org/wp-content/uploads/Joint-Statement-of-National-Education-and-Civil-Rights-Leaders-on-COVID-19-School-Closure-Updated-FINAL-as-of-5.15.2020.pdf
Curriculum, Instruction, and Assessment	Learning Acceleration Guide	https://tntp.org/assets/set-resources/TNTP_Learning_Acceleration_Guide_Final.pdf
	Mathematics: Focus by Grade Level	https://achievethecore.org/category/774/mathematics-focus-by-grade-level
	Teacher Resources for Remote Instruction	https://www.nj.gov/education/covid19/teacherresources/teacherresources.shtml
	NJDOE Virtual Professional Learning	https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml
Section	Title	Link
Professional Learning	Distance Learning Resource Center	https://education-reimagined.org/distance-learning-resource-center/
Career and Technical Education (CTE)	Communicable Disease Service	https://www.nj.gov/health/cd/topics/covid2019_schools.shtml
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
Section	Title	Link
Resources shared from County Office (7.27.20)	Guidance from Camden County Health Department for school reopening	https://drive.google.com/file/d/1aIwwlf-WWbuVIEpiBM0_XOSv5AcCdHvi/view?usp=sharing
	Response to Covid Cases Scenarios Actions Communications	https://drive.google.com/file/d/1JW-Zn4y-W56GF2uCoG3ufnIE02TRLBXQ/view?usp=sharing
	COVID Flow Chart with degrees of separation for Schools	https://drive.google.com/file/d/1Cz3x0d_uDu1i9C3G5g2iVnZtbZs0v0cl/view?usp=sharing