Phillipsburg School District
Restart and Recovery Plan
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Phillipsburg School District Families,

As you know, on March 13, the District made the difficult decision to close all our school buildings to protect our 4,000 students, staff, and families. On May 4, 2020, Governor Murphy ordered all New Jersey schools closed for the remainder of the 2019-2020 school year.

On June 26, the New Jersey Department of Education released guidance entitled, “The Road Back, Restart and Recovery Plan for Education.” This document established a set of statewide health and safety standards provided to schools by the New Jersey Department of Education. These standards reflect the recommendations of the New Jersey Department of Health, and are informed by CDC guidance. Since receiving this guidance from the State of NJ at the end of June, in the spirit of collaboration and in order to gain valuable perspectives, the District established multiple committees to work toward the development of this comprehensive plan. These committees included, but were not limited to, representation from central office personnel, principals, teachers, parents, nurses, school board members, and curriculum directors. Additionally, focus groups were completed with teachers from all grade levels and surveys were done by staff and parents on remote learning and reentry to school.

The development of this plan has proven to be difficult as the situation surrounding COVID-19 changes daily, if not hourly, at the local, state, and federal levels. This current plan reflects the public health situation as it currently stands in our community. With a little over five weeks until the scheduled first day of school on Tuesday, September 8, we must all prepare ourselves for the possibility that the situation could change, and could do so dramatically. We ask for your continued patience and understanding as we navigate these uncharted waters.

We have a responsibility to protect the health and safety of every staff member, student, and family in our district, and we will continue to use information from health officials and public safety guidelines to drive future decision making.

The school environment is likely to look different for quite some time. But we assure you our district leaders and staff members are fully invested in making the 2020-2021 school year one that is remembered as much for its triumphs as for its challenges.

Our guiding principle throughout this entire situation has been, and will continue to be, our commitment to ensuring success for all of our students.

Thank you for standing together with our District.

Gregory A. Troxell
Superintendent of Schools
Critical Area of Operation #1 - General Health and Safety Guidelines

- Parents of high-risk students and/or those who are concerned about sending their child back to school will have the option of virtual instruction.
- All staff and students will be required to wear a face covering at all times. The face covering must cover the nose and mouth. Accommodations for those who are unable to wear a face covering will be determined accordingly.
- All visitors entering the building will be required to have a face covering.
- The District’s 504 Coordinator will engage in the interactive process with all staff members that have an underlying health concern in an effort to design reasonable accommodations.
- Staff and students will be required to have a temperature check upon arrival to their building. Respectful quarantine of anyone who is symptomatic or has a temperature of 100.4 or higher will be followed.
- Signage will be placed in classrooms, hallways, offices and common areas promoting proper hygiene, hand washing, face covering and social distancing procedures.
- The district will maintain hand sanitizing stations in all classrooms, at entrances and exits of buildings, near lunchrooms and bathrooms. All schools will also encourage hand washing at regular intervals during the school day.
- Each staff member will be given a COVID-19 preventative shield for use at their desk.
- Main offices / secretary offices that entertain visitors /staff will have plexi-glass dividers installed to help prevent the spread of infection.
- Sharing of materials among students will be limited.
- All in-school meetings will be virtual until further notice.


State and Local Guidelines: The NJ Department of Education released “The Road Back” on June 26, 2020 which outlines all the NJ Department of Education guidelines and recommendations for the reopening of our schools. The document in its entirety can be found at https://www.nj.gov/education/reopening
Critical Area of Operation #2 - Classrooms, Testing, & Therapy Rooms

- The daily hybrid instructional schedule will reduce student density for in-person instruction and allow desks to be at least 6 feet apart in classrooms.
- Rows will be arranged to ensure that all students are facing the same direction.
- Seating will be assigned in all classrooms and students will be in cohorts in grades prek-5. Middle school and high school students will only travel to four different classrooms per day.
- All non-instructional rooms and common areas within all schools will comply with social distancing standards to the maximum extent practical.
- Disinfectant spray and paper towels will be available in every classroom, all offices and common areas. Shared workspaces will be cleaned at the conclusion of each classroom session.
- All in-person testing and/or therapy sessions will take place in areas that are conducive to social distancing.
Critical Area of Operation #3 – Transportation

- The district will work cooperatively with bus contractors to adhere to state and federal guidelines for student transportation. Further, all District buses will be cleaned and disinfected frequently, including all high touch surfaces such as railings, seat belts and tops of seats, at least daily or between uses as much as possible. Disinfectant will meet the EPA’s criteria for use against SAR-COV2.
- Due to only half the students reporting to school each day, the District will attempt to limit 1 student per seat on all busses. However, it will be difficult to maintain social distancing. Therefore, students will be required to wear a face covering on the school bus. Busses will be loaded from the back to the front and unloaded from the front to the back. Students from the same household will be encouraged to sit together when practical.
- Students not wearing a face covering will not be permitted on the bus.
- Windows will be kept open, except during inclement weather, to encourage ventilation.
- To assist with limiting the number of students on busses, parent drop-off and pick-up are encouraged.
Critical Area of Operation #4 - Student Flow, Entry, Exit, & Common Areas

- At each school building, several entrances will be designated for student entrance and exit. These will remain the same throughout the pandemic protocol.
- Staff will be placed at all entrances/exits to monitor the doors when the students are entering/exiting the buildings.
- Students will be dismissed from the building in small groups as designated by the administration.
- Signage will be posted at the entrance of all schools and throughout all school buildings to communicate social distancing, wearing of face coverings, as well as CDC signage to communicate preventative measures including but not limited to staying home when sick and practicing good hygiene.
- Social gathering in common areas will be limited. If gathering in a common area, such as the cafeteria, is required, students will be socially distanced and avoid face-to-face seating.
- Staff will practice established social distancing protocols to the greatest extent practicable at all times during the day.
- Non-essential visitors and volunteers will be limited. All visitors will be required to comply with all school district screening and monitoring protocols.
- High-traffic, high-volume hallway use will be reduced to permit social distancing. When appropriate, buildings will create one-way traffic patterns in hallways with clear markings and directions for students to follow.
Critical Area of Operation #5 - Screening, PPE, and Response to Students & Staff Presenting Symptoms

- Staff will complete a screening form certifying that they will self-evaluate, daily, for COVID-19 symptoms. They will also be required to have a daily temperature check upon entering the building.
- Parents will be required to complete a screening form on the Parent Portal of the student management system certifying that they will evaluate their child, daily, for symptoms of COVID-19, which are listed on the certification form. Additionally, upon entering the building, daily temperature checks will be completed for all students. Accommodations for students with disabilities will be taken into consideration.
- Bi-monthly emails will be sent home on Sunday evening to encourage parents to be alert for signs of illness in their children and to keep sick students home from school.
- Individuals with a temperature of 100.4 degrees or above will be safely and respectfully isolated from others. These students will be escorted to an isolation space until parent contact is made and transportation home is arranged. This space will be supervised by district personnel.
- Except those with medically documented health conditions, all staff and students must wear a face covering while in school and on school buses.
- Younger students and special needs students may find it difficult to maintain a face covering at all times.
- Since all students will be social distanced in classrooms, mask breaks may be given throughout the day.
- Parents are asked to help their children build “mask endurance” prior to school resuming in-person instruction by practicing new social norms in public settings.
- Staff and students will be required to bring their own face covering to school.
- Appropriate staff will have access to N95 masks, face shields, isolation gowns and gloves as needed.
## Hunterdon, Sussex and Warren County Regional COVID-19

**School Community Containment Guidelines as of July, 26, 2020**

<table>
<thead>
<tr>
<th>SITUATION:</th>
<th>CONTAINMENT RESPONSE</th>
<th>NOTE</th>
</tr>
</thead>
</table>
| **Confirmed Case (Student or Faculty)** | - May recommend school-wide virtual instruction for a day to allow health department to complete investigation and contact tracing  
- All students and faculty in class or on bus with a confirmed case are quarantined for 14 days  
- Confirmed case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. | |
| **Probable Case (Student or Faculty)** | - May recommend school-wide virtual instruction for a day to allow health department to complete contact tracing investigation  
- All students and faculty in class or on bus with a probable case are quarantined for 14 days or until Probable Case tests negative  
- Probable Case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved.  
- Probable Case is recommended for testing | Probable cases should already have been under quarantine as close contacts and should not have been in school. |
| **Reported Symptoms of COVID-19 with no known exposure to a confirmed case (Student or Faculty)** | - Student and faculty member with symptoms of COVID-19 stays home for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. May return earlier after negative COVID-19 test or alternative diagnosis is confirmed  
- Symptomatic person is recommended for testing | Based on NJDOH COVID-19 Guidance for Reopening Childcare 7/20/20 |
| **Close Contact (Student or Faculty)** | - Student or faculty that are close contacts of confirmed cases outside the school will quarantine for 14 days from last date of exposure | |

### Assumption:
- There is a low confidence that students and teachers can remain 6 feet apart during a class period.
- There is a low confidence that students can be six feet apart on school busses. All bus trips are longer than 10 minutes.
- When a 6-foot distance cannot be maintained, the use of face coverings and physical barriers in a classroom are protective measures to decrease the risk of
disease transmission, but do NOT eliminate the recommendation for individuals in the class or bus to quarantine if there is a positive or probable case.

Definitions:

- **Confirmed Case:** A person with a lab test confirming COVID-19.
- **Probable Case:** A person with clinical symptoms of COVID-19 with known exposure to a confirmed case.
- **Close Contact:** A person who was within 6 feet of a confirmed or probable COVID-19 case for at least 10 minutes.

**Critical Area of Operation #6 - Contact Tracing**

- All staff deemed appropriate by the school district will be provided with information and training regarding the role of contact tracing to keep school communities safe.
- The district will notify the Warren County Public Health Department and the Warren County Department of Education regarding the positive confirmation of a COVID case. The school nurse, with guidance from the Warren Department of Health, will follow the CDC guidelines for the contact tracing.
- The contact tracing will be completed in conjunction with the Warren County Department of Health.
Critical Area of Operation #7 - Facilities Cleaning Practices

- In order to ensure enhanced cleaning and disinfecting in all areas while students and staff are in the building, particularly the high-touch surfaces, additional custodians will be used on the first shift.
- All high-touch surfaces will be cleaned at regular intervals following a rotation schedule. Examples of frequently touched areas are:
  - Classroom desks and chairs;
  - Lunchroom tables and chairs;
  - Door handles and push plates;
  - Handrails;
  - Kitchens and bathrooms;
  - Light switches;
  - Handles on equipment (e.g. athletic equipment)
  - Buttons on vending machines and elevators;
  - Shared telephones;
  - Shared desktops;
  - Shared computer keyboards and mice;
  - Drinking fountains;
  - School bus seats and windows.
- All lab equipment will be cleaned after each use.
- All cleaning/sanitizing products will meet prescribed CDC and EPA guidelines for effectiveness in battling COVID-19.
- Bathrooms will be cleaned following an hourly schedule and a cleaning log will be recorded.
- A limited number of restrooms will be open to ensure effective monitoring, social distancing and enhanced cleaning.
- Labeled EPA disinfectant spray bottles will be supplied to each classroom as well as paper towels for tables/desks.
- All individuals should sanitize/wash hands on a frequent basis. Hand sanitizer will be available in common areas, hallways, and classrooms where sinks for handwashing are not available. Classroom teachers will facilitate student handwashing for at least 20 seconds at regular intervals, including before eating, after using the bathroom and after blowing their nose/coughing/sneezing.
- Electrostatic cleaning guns will be used to disinfect classrooms, restrooms, busses, hallways, doorknobs, handrails, and offices.
- Communal drinking fountains will not be used. Students will be permitted to bring single-use water bottles.
- The District will ensure that all indoor facilities have adequate ventilation. Additionally, all classrooms and common areas will be ventilated, when available/possible, using
windows. Filters for A/C units will be maintained and changed according to manufacturer recommendations. The District will have a COVID Ventilation and Filtration Study completed by Edison Energy.

- Classroom doors will remain open, when possible, to increase circulation of air.

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**Critical Area of Operation #8 – Meals**

- Meal distribution occurred immediately upon closing in March and will continue to occur for all students, including free/reduced lunch.
- Breakfast & lunch “grab and go” bags will be delivered to the classrooms at the elementary level for all students, including those on free/reduced lunch.
- At the middle and high school level, breakfast “grab and go bags” will be available to all students in the cafeteria. A bagged lunch will be available to all students, including those on free/reduced lunch, upon leaving the building.
- During at-home virtual instruction days, breakfast/lunch pick-up will be available to all students, including those on free/reduced lunch. (time and location TBD).

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**Critical Area of Operation #9 – Recess/Physical Education**

- Locker rooms and team rooms will be closed until further notice.
- Students participating in physical education classes should come to school wearing attire and shoes that are appropriate for physical activity.
- To limit contact, physical education will focus on individual pursuits or skills rather than traditional team sports or activities (e.g., dance and rhythms, exercises without equipment, fitness, mindfulness, outdoor pursuits, track and field, yoga, meditation, kicking and target games, and other low-impact pursuits).
- Physical Education classes will take place outside for as long as the weather allows.
- Use of physical education equipment will be limited. Should equipment be used for any classes, all appropriate sanitation procedures will be followed.
- Recess at the elementary level will be staggered.
- Students will be required to wash hands after recess.
- Protocols will be created for frequent disinfecting of recess/playground equipment.
Critical Area of Operation #10 - Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours

- Field trips will not be permitted until further notice.
- Extra-curricular activities will be limited and, if held, must follow all social distancing and face covering protocols.
- Appointments of stipend positions for student activities/clubs will be determined on a case-by-case basis by the building principal.
- Virtual meetings for all extra-curricular will be recommended where feasible.
- Use of indoor school facilities will be suspended to outside organizations until further notice.
- Outside facilities may be used as long as the organization(s) seeks permission for use and follows all guidance for social distancing and use of face coverings.
Academic, Social, & Behavioral Supports

- Students who are in need of academic, social and/or behavioral supports will be referred to the District Student Help and Referral Program (SHARP).
- Academic interventions will be in place for those students who are below grade level.
- Benchmark assessments will determine which students are in need of the interventions and what interventions will help them be successful.
- School Based Youth Service (SBYS) Activities include mental health counseling, employment counseling, substance abuse education, preventative health awareness, primary medical linkages, learning support, healthy youth development, recreation, information/referral, case management, education and awareness groups.
- PMS and PHS SBYS staff will work with students and families to support an understanding, education and advocacy of the Youth Thrive: Protective and Promotive Factors.
- PMS and PHS SBYS staff will conduct individual (live) counseling sessions, small group counseling and mental wellness groups on topics that promote mental health and align with core Social Emotional Learning competencies to support social, emotional, behavioral and academic skills, that include New Jersey Social and Emotional Learning Competencies and Sub-Competencies.
- Telemental health sessions via Google meet and groups via Google Classroom will be available on virtual days.
- SBYS staff will provide information and facilitate linkages to supportive community partners and local social service agencies for additional support in areas of crisis assistance, counseling services, medical assistance, basic needs, psychoeducational assessments/services.
- Newsletters with updates to supportive resources will be available for parents/guardians/families.
- Student clubs and activities (GSA, PAWS) to support healthy youth development, mentorship opportunities, school connectedness and a positive school climate will meet virtually.
- PMS and PHS staff will aim to work with teachers, counselors and building staff to establish means to facilitate student social emotional check-ins and assessments to identify adverse experience so to assist in:
  - The practice the process of mindfulness to get students center-focused,
  - Identifying feelings / barriers / challenges
  - Establishing effective coping skills to self-regulate
Planning Teams

The below committee structure assisted in the creation of the Districts reopening plan:

**Pandemic Response Teams**
*(Building Re-Entry Plan Committees)*
(School Principal, Assistant Principal(s), Nurse(s), Head Custodian, Curriculum Director(s), Staff Members, Parent Representation)

**District Re-Entry Plan Committee**
(Superintendent, Assistant Superintendent, Administrator of Special Services, Building Principals)

**BOE Ad Hoc Re-Entry Plan Committee**
(Superintendent, Assistant Superintendent, Administrator of Special Services, Business Administrator, Director of Security, Director of Facilities, Chairpersons of Budget & Finance Committee, Buildings & Grounds Committee, Curriculum Committee, Personnel / Policy Committee)
The Phillipsburg School District will operate on a hybrid A/B schedule to begin the 2020-2021 school year.

**Group A:** Half of the students in each class will be grouped based on last name, alphabetically (for example, A-L) and will attend school on Mondays and Thursdays.

**Group B:** The other half of the students in each class will be grouped based on last name, alphabetically (for example M-Z) and will attend in person instruction on Tuesdays and Fridays. Wednesdays will be a virtual day for all students where both the A/B students will meet together with their teacher as a class.

**Virtual Option** - Students who have serious underlying medical issues and/or whose parents do not feel comfortable sending their children back to school will have the option of all remote learning.

**Hybrid Schedule:**

<table>
<thead>
<tr>
<th>Group</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A-L</strong></td>
<td>In-person</td>
<td>Remote</td>
<td>Remote</td>
<td>In-Person</td>
<td>Remote</td>
</tr>
<tr>
<td><strong>(Tentative)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Group B</strong></td>
<td>Remote</td>
<td>In-person</td>
<td></td>
<td>Remote</td>
<td>In-person</td>
</tr>
<tr>
<td><strong>M-Z</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(Tentative)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All days are ½ days of instruction for all levels to START THE YEAR. Adjustments may be made according to public health data.*
## School Building Schedules / Times

**Phillipsburg Early Childhood Learning Center:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Kindergarten</th>
<th>Preschool</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:55-8:15</td>
<td>Arrival Process Begins</td>
<td>Arrival Process Begins</td>
</tr>
<tr>
<td>8:15-8:40</td>
<td>Morning Meeting/ SEL</td>
<td>Morning Circle/ SEL</td>
</tr>
<tr>
<td>8:40-10:10</td>
<td>Integrated Language Arts Instruction</td>
<td>Free Choice/Interest Area Exploration</td>
</tr>
<tr>
<td>10:10-10:35</td>
<td>Special Areas (1of 4)</td>
<td>Special Areas (1of 4)</td>
</tr>
<tr>
<td>10:35-11:20</td>
<td>Math Instruction</td>
<td>Free Choice/Interest Area Exploration</td>
</tr>
<tr>
<td>11:20-11:50</td>
<td>Gross Motor</td>
<td>Gross Motor</td>
</tr>
<tr>
<td>11:50-12:15</td>
<td>Closing Circle/ SEL</td>
<td>Closing Circle/ SEL</td>
</tr>
<tr>
<td>12:15</td>
<td>Student Dismissal</td>
<td>Student Dismissal</td>
</tr>
</tbody>
</table>

*Breakfast and Lunch are provided in classroom daily.*

<table>
<thead>
<tr>
<th>Time</th>
<th>Kindergarten</th>
<th>Preschool</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Minutes</td>
<td>Teacher Duty-Free Lunch</td>
<td>Teacher Duty-Free Lunch</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>Virtual Instruction</td>
<td>Virtual Instruction</td>
</tr>
<tr>
<td>55 Minutes</td>
<td>Teacher Common Prep Time</td>
<td>Teacher Common Prep Time</td>
</tr>
</tbody>
</table>
**Phillipsburg Primary School:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade 1</th>
<th>Grade 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35 (walkers)</td>
<td>Doors open/Breakfast</td>
<td>Doors open/Breakfast</td>
</tr>
<tr>
<td>8:40 (bus) - 8:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:55 - 9:20</td>
<td>Morning Meeting/Social Emotional Learning</td>
<td>Morning Meeting/Social Emotional Learning</td>
</tr>
<tr>
<td>9:20 - 9:45</td>
<td>*Special</td>
<td>*Special</td>
</tr>
<tr>
<td>9:45 - 10:55</td>
<td>Literacy</td>
<td>Literacy</td>
</tr>
<tr>
<td>10:55 – 12:10</td>
<td>Math/Science</td>
<td>Math/Science</td>
</tr>
<tr>
<td>12:10 - 12:30</td>
<td>Lunch in classroom</td>
<td>Lunch in classroom</td>
</tr>
<tr>
<td>12:30 - 12:45</td>
<td>Walker Dismissal</td>
<td>Walker Dismissal</td>
</tr>
<tr>
<td>12:40 - 1:00</td>
<td>Bus Dismissal</td>
<td>Bus Dismissal</td>
</tr>
<tr>
<td>1:35 – 3:10</td>
<td>Remote Instruction</td>
<td>Remote Instruction</td>
</tr>
</tbody>
</table>

*Specials will be in the classroom and times will vary.

**Phillipsburg Elementary School:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25-8:40</td>
<td>Homeroom/Breakfast in classroom</td>
<td>Homeroom/Breakfast in classroom</td>
<td>Homeroom/Breakfast in classroom</td>
</tr>
<tr>
<td>8:40-9:00</td>
<td>Leader in Me/PE morning activity</td>
<td>Leader in Me/PE morning activity</td>
<td>Leader in Me/PE morning activity</td>
</tr>
<tr>
<td>9:00-10:30</td>
<td>Literacy/SS</td>
<td>Literacy/SS</td>
<td>Literacy/SS</td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>Recess/Mid-Day Meeting</td>
<td>Recess/Mid-Day Meeting</td>
<td>Recess/Mid-Day Meeting</td>
</tr>
<tr>
<td>11:00-12:30</td>
<td>Math/Science</td>
<td>Math/Science</td>
<td>Math/Science</td>
</tr>
<tr>
<td>12:30-12:50</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Specials will be taught virtually
**Phillipsburg Middle School:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50-8:15</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:17-8:37</td>
<td>Duty</td>
</tr>
<tr>
<td>8:27-9:17</td>
<td>1st Block</td>
</tr>
<tr>
<td>9:20-10:10</td>
<td>2nd Block</td>
</tr>
<tr>
<td>10:13-11:03</td>
<td>3rd Block</td>
</tr>
<tr>
<td>11:06-11:56</td>
<td>4th Block</td>
</tr>
<tr>
<td>12:00</td>
<td>Dismissal</td>
</tr>
<tr>
<td>12:45-2:50</td>
<td>Remote Instruction</td>
</tr>
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</table>

**Phillipsburg High School:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-7:15</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7:15-7:30</td>
<td>Duty</td>
</tr>
<tr>
<td>7:30-8:30</td>
<td>1st Block</td>
</tr>
<tr>
<td>8:35-9:35</td>
<td>2nd Block</td>
</tr>
<tr>
<td>9:40-10:40</td>
<td>3rd Block</td>
</tr>
<tr>
<td>10:45-11:55</td>
<td>4th Block</td>
</tr>
<tr>
<td>11:42</td>
<td>Dismissal</td>
</tr>
<tr>
<td>12:35-2:40</td>
<td>Remote Instruction</td>
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Educational Program

- All instruction will be differentiated in order to meet the needs of all students and designed to meet the New Jersey Student Learning Standards (NJSLS) in all subject areas.
- Teachers will meet with their students on an A/B schedule (½ the students each day - A students will meet on Mondays and Thursdays, B students will meet on Tuesdays and Fridays) and the entire class will meet virtually on Wednesdays.
- Students are required to attend school on the day their class meets in person. Online attendance is required on the virtual days as well. Google will be the platform utilized throughout the district.
- Diagnostic tools will be used to identify gaps in content knowledge. Supplemental instruction will be based on the results of these assessments and used to maximize efficiency of classroom instruction. Building Administration and Directors will determine the appropriate amount of time allocated to remediate content knowledge gaps.
- Phillipsburg Preschool Provider Programs, ABC Playschool and NORWESCAP Head Start, will collaborate with the District and incorporate guidance into their program plans. These plans can be made available upon request.

Remote Instruction

- All students are eligible for full time remote learning.
- The scope of instruction may vary due to virtual learning enrollment and developmentally appropriate needs per grade level. Student academic time will align to building times.
- Full remote students will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in district programs (e.g. students participating in a hybrid model).
- Virtual students will have access to standards-based instruction of the same quality and rigor as that afforded all other students.
- The PSD will do everything possible to ensure that all students participating in remote learning have access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
- Like in-person and hybrid programs, full time remote learning will adhere to the length of school day, attendance policies, and any other policies governing delivery of services to, and expectations of, students participating in remote programs and their families.
- Parents must submit a request to the building principal for remote / virtual instruction by August 3, 2020. This request is binding for the first marking period of the school year.
Any requested change thereafter will require advanced communication of at least four weeks so adherence to social distancing in classrooms and transportation can be thoroughly reviewed.

**Preschool:**

The Phillipsburg’s Preschool Programs will be following developmentally appropriate practices. Preschool students will be assigned a preschool teacher who will have daily contact with families daily through the Preschool Family Mobile App, as well as, provide age appropriate hands-on learning experiences for all families. Preschool Teachers will be using Google Meet to host virtual class meetings.

**Grades K-5:**

Students will be assigned a virtual teacher and a classroom teacher. The virtual teacher will hold daily Google Meets. All material and communication will be through Google Classroom. On Wednesdays, students will meet with their assigned classroom to participate in a morning meeting, Social Emotional Lesson and/or Literacy/Math activity. Attendance will be taken daily.

**Example of a virtual day includes:**

- **Google Meet Large Group Instruction:** Attendance, Morning Meeting, Social Emotional Learning, Review Learning Target Mini-Lesson: Integrated Language Arts and/or Math. Review the schedule for the day.
- **Google Meet Small Group Differentiated Instruction:** Groups developed based on student strengths and needs. Google Meet times will be established and communicated by the virtual teacher.
- **Independent Work Time for Students:** Assignments will be posted in Google Classroom.
- **Special Area Content:** Lesson scheduled daily in Google Classroom.
- **Independent Recess/Gross Motor Time:** Daily.

**Grades 6-8**

All virtual students will be assigned 4 blocks of classes. Students must follow this schedule to meet virtually with their teachers via Google Meet on either Day A (Mondays and Thursdays) or Day B (Tuesdays and Fridays) as assigned.

On the days that they are not scheduled to meet virtually, students must complete independent work assigned by their teachers in the morning and are required to attend scheduled virtual afternoon sessions via Google Meet with their teachers in order to check attendance/progress or to obtain assistance as needed for assignments.

In addition, virtual-only students must attend Wednesday morning sessions via Google Meet with their peers, following the virtual Wednesday schedule.
Students will be responsible to virtually attend school at assigned times, and attendance will be taken daily. All assignments must be completed and submitted via Google Classroom by the noted due dates. Assignments will be graded and parents will be able to monitor their child’s grades on the Genesis Parent Portal.

**Grades 9-12**

Virtual/remote instruction will follow a 4-period semester block schedule. The instructional plan will be self-guided utilizing an online platform called Edgenuity ([www.edgenuity.com](http://www.edgenuity.com)), which has been part of PHS’s remote learning platform for several years. A classroom teacher will be assigned to virtual students for each subject to provide guidance, clarification, and 1:1 dialogue via Google Meet. Virtual students will not follow traditional teacher lesson-planning and bell schedule times, however, they may access their teachers each afternoon, as needed, during scheduled office hours between 12:30 and 2:40pm. Attendance will be recorded through Genesis and is mandatory every day of the week. Wednesdays will be designated as remote instruction and all students will log-in to Google Meet with each of their teachers, at pre-scheduled class times, for virtual instruction.

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**Internet Access and Digital Devices**

- All students in grades K-12 have been / will be issued a district-provided Chromebook. Preschool students will not be issued a Chromebook
- Families who do not have access to the Internet will be issued a District hotspot.
- Students who have problems with technology can email the tech support staff at techsupport@pburgsd.net.
Special Education

- **Child Study Team** – Case Managers are in constant communication with parents and staff regarding students on their caseload. They make sure that all programming and services flow successfully. They check with teachers to be sure that implementation of the IEP is occurring in the manner set forth. Any adaptations to the IEP that have to be made due to a hybrid learning model will be facilitated by the case manager and the IEP Team.

- **Evaluation Procedures** – Each evaluator will have knowledge of current guidance regarding COVID-19 signs and symptoms and the basic principles of infection control, PPE usage, hand-washing practices and COVID-19 signs and symptoms through direct instruction and/or other means of training.

- **Testing** – will be completed in a 1:1 scenario in the student’s school. There will be no sharing of items. The response booklets will be placed in a plastic baggie and returned in the plastic baggie by the student after they have finished testing. A see through barrier will be placed between the evaluator and the student. Staff will be required to wear a mask. Speech therapists will be wearing clear masks due to mouth, tongue and lip manipulations. For Occupational Therapists who may need to be in very close proximity for assessing muscle tone and joint stability, they will wear a mask and gloves. The student will be wearing a mask as well for a brief time during this encounter.

- **IEP Meetings** – Parents have the option of participating through a remote Web-Ex meeting or in-person. For in-person meetings, parents will be required to wear a mask and to complete a Statement of Assurance Form requesting them to monitor their temperature and any symptoms prior to the scheduled meeting date. Temperature checks will be conducted upon entering the building for all staff and other meeting participants.

- **Meeting the Requirements of the IEP** – IEP’s are being evaluated by case managers to determine which services we are able to deliver and which services are challenging due to a hybrid schedule. For example, if a child has a personal or shared aide, the teachers will discuss with the parents and IEP Team methods of supporting the child while at home.

- **New Referrals** – When new referrals are received, an Identification Meeting is established within 20 days of the receipt of the referral through a remote Web-Ex Meeting or in-person. For in-person meetings, parents will be required to wear a mask and to complete a Statement of Assurance Form requesting them to monitor their temperature and any symptoms prior to the scheduled meeting date. Temperature checks will be conducted upon entering the building for all meeting participants.

- **Out of District Placements** – Case managers are in communication with the parents of students in Out of District Placements and the school liaisons to assure services are being provided in the manner set forth in the IEP and agreed upon by the parent and the school to the maximum extent possible.
• **Reevaluation** – This has been discussed and reviewed with the parent. Recommendations as of last spring were to either waive the reevaluation process entirely, which requires parent consent, or to move forward with a reevaluation planning meeting. If the reevaluation process was waived entirely, we will reassess the situation once school resumes and potentially open another reevaluation, if appropriate.

• **Related Services** – Speech Therapy, Occupational Therapy, Physical Therapy, Counseling and Behavior Support – Services will be offered in-person and remotely through electronic communications, virtual, remote or online platform, as appropriate. Packets of hard-copy activities and internet links are also provided. All therapists possess a technology device that allows their service to be provided by audio or visual tele-practice, if appropriate. We will attempt to deliver at least one in-person session for all students who return to school unless the parent desires that all sessions continue remotely.

• **Special Education Programming** – To start the new school year, special education students will participate in the recommended hybrid schedule of two in-person 4 hour days. This will be distinguished by Group A and Group B cohorts. All other learning will be done remotely. Due to large class sizes, it would be difficult to properly social distance with more than 10 students in a classroom so we must split them in half to assure health and safety. Wearing masks will also be a challenge for our younger students. It is our desire to increase our smaller self-contained programs to 4 days per week as soon as appropriate to maximize in-person interaction which is essential for students with disabilities for academic progress and social development.
Staffing

- The responsibilities of the staff will vary depending on their role within the school.
- All staff will be utilized to monitor student movement, hallway traffic, and ensure the health and safety of the students.
- Instructional staff will plan standards-based lessons to meet the needs of students at various levels, ensuring versatility of lessons to apply both fully in-person and hybrid learning environments, provide regular feedback to students and families on expectations and progress and set clear expectations for all students.
- Support staff/paraprofessionals will provide real-time support, lead small group instruction to ensure social distancing and attend to the needs of the students as defined in a student’s IEP.
- The District will primarily utilize building-based substitutes for consistency as well as limiting those who enter District buildings.

Professional Development

- Ongoing professional development workshops will be provided to the staff throughout the summer (voluntary) as well as during the school year.
- On Wednesday afternoons, staff will participate in professional learning opportunities focused on standards prioritization, assessment alignment, collaboration and data analysis.

Athletics

- The District will follow the guidance provided by the NJSIAA for all phases of summer workouts and conditioning activities as well as competition during specific sport seasons. The District reserves the right under local control to cancel seasonal athletic activities when deemed necessary in the best interest of the health and safety of our student athletes, coaches, and volunteers.