

WARREN COUNTY TECHNICAL SCHOOL

REOPENING PLAN

FALL 2020



Warren County Technical School District

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TABLE OF CONTENTS

PLAN SECTION	PAGE #
Reopening Committee Members	3
Communications	3
Critical Area of Operation #1 General Health and Safety Guidelines	4
Critical Area of Operation #2 Classrooms, Testing & Therapy Rooms	5
Critical Area of Operation #3 Transportation	6
Critical Area of Operation #4 Student Flow, Entry, Exit and Common Areas	6
Critical Area of Operation #5 Screening, PPE, and Response to Students/Staff Presenting Symptoms	7
Critical Area of Operation #6 Contact Tracing	8
Critical Area of Operation #7 Facilities Cleaning Practices	9
Critical Area of Operation #8 Meals	9
Critical Area of Operation #9 Recess and Physical Education	9
Critical Area of Operation #10 Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours	10
Academic, Social, and Behavioral Supports	10
Restart/Reopening Committee Purpose	13
Pandemic Response Team	13
Scheduling of Students	14
Staffing	14
Athletics	14
Student Schedule Overview/Hybrid Schedule	15-16
Early Dismissal Schedule	17

REOPENING COMMITTEE

DISTRICT ROLE	NAME
Superintendent	Edmund Zalewski
Business Administrator	Amy Barkman
Principal	Derrick Forsythe
Director of Curriculum/Director of Special Services	Diana Weston Mai
Assistant Principal/Athletic Director	Jeffrey Tierney
Facilities Manager	Steve Daku
Transportation Manager	Ray Gara
School Nurse	Colleen Schiller
Teacher/WTEA President	Christopher Banquacer
Parents	Patti Angell, Denise Kassick

COMMUNICATIONS

Communications between the Superintendent, Department of Health, and all relevant stakeholders will be ongoing throughout the Reopening process. Communications from the District will be made through the following methods:

- Honeywell Instant Alerts
- Warren County Technical School Website [Warren County Technical School](#)
- Facebook [Mr. Forsythe, Principal of Warren County Technical School](#)
- Direct Parent/Guardian Email

WARREN COUNTY TECHNICAL SCHOOL REOPENING PLAN

The Reopening Committee held meetings on July 8, 2020, July 15, 2020, July 22, 2020 and July 29, 2020 which resulted in the following Reopening Plan for Warren County Technical School.

Summary:

In our proposed hybrid model, to start the year, all students will go to school two partial days a week and spend the other days/times learning remotely from home. Half of each class, Group A, will attend school Mondays and Tuesdays for a partial day. Group B will go to school Wednesdays and Thursdays for a partial day. All students will be home Friday for remote learning.

- Groups will be split alphabetically and siblings will remain together.
- Students will be onsite at no more than 50% capacity on any given day.
- Special Education students will participate to the fullest extent possible in the least restrictive environment and per their individualized education plans (IEPs) and Section 504 Plans.
- All parents will have the option to choose virtual instruction for their child.
- The district is prepared to switch to all remote instruction if conditions warrant.

10 CRITICAL AREAS OF OPERATION

A. Critical Area of Operation #1 General Health and Safety Guidelines

- All persons (staff and students) in the building are required to wear a face covering.

❖ Protocols for Face Coverings

- All bus riders will be required to wear a face covering (mask, bandana, gaiter) at all times.
- Face coverings will be required for staff and students in all common areas and during transition times throughout the day.
- Occasional mask breaks will be provided if proper ventilation or outside breaks. If in classrooms, one row at a time will be provided time.

- When seated for instruction, students' face coverings may intermittently be removed for breaks if safe distancing is observed.
- Shields or desk dividers may be used by teachers and students during instruction as an added precaution.
- Medical documentation will be required for any student or staff member who cannot comply with face covering protocols.
- The district will provide accommodations for high risk students and staff.

- All persons entering the building will have a temperature check and complete a daily health screening prior to entering the building. Parents will fill out a daily screening questionnaire on Genesis prior to sending their child to school.
- No guests or meetings in the building during the school day. All meetings will be virtual.
- All field trips are suspended until further notice.
- Signage to remind people to maintain social distancing
- Monitored restroom entry for students. Limited facilities open for use. Ongoing sanitization of restrooms facilities will occur throughout the school day.
- Respectful quarantine of anyone who is symptomatic or has a temperature of 100.4 or higher will take place in a prepared space in the Nurse's Office.

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

- Social Distancing in Instructional and Non-instructional Rooms
- Desks will face one direction and be safely distanced based on DOH guidelines
- Daily instructional schedule will accommodate a reduced student population for in-person instruction. The remainder of students will either a) learn at home and meet with teachers in the PM or b) be part of a fully remote cohort.
- While in classrooms all students and staff are required by the district to wear facial coverings. Masks breaks will be allowed as long as social distancing requirements are met.
- Staff will be provided face shields for optional use. Masks will still be required if using a face shield.
- If in-person testing and/or related services are needed, they will take place in locations conducive to social distancing, such as large classrooms, the theater,

gymnasium, or cafeteria. Some related services will be conducted remotely based on scheduling after discussion with parents/guardians. Additional protections such as plexiglass barriers and face shields will be available to all related service providers.

- Shared workspaces and materials will be sanitized/cleaned at the conclusion of each classroom session.
- Career classrooms and others using hands-on instruction will use individual materials, plexiglass dividers, face shields, and gloves during hands-on instruction to minimize the need to sanitize equipment. All shared equipment will be cleaned/sanitized between each student use if the above measures can't be employed.
- Outdoor learning will be encouraged, if appropriate.
- Hand Sanitizing/Washing will be required.
- Student desks will be set 6 six feet apart whenever possible.

❖ **Procedures for Hand Sanitizing/Washing**

- Students and staff will use CDC/DOH-approved hand sanitizer before entering the classroom (provided by district).
- Students and staff will sanitize hands BEFORE using the restroom and wash hands after.
- Students must wash hands upon returning to the classroom from elsewhere in the building.
- When meals are permitted, all hands must be washed before and after meals.

C. Critical Area of Operation #3 Transportation

- The district will work cooperatively with Krapf Bus Company to adhere to state and federal guidelines for student transportation.
- Buses will be limited to half capacity (between 20-27 students depending on bus capacity) to maintain social distancing.
- Face coverings will be required on all school buses as per Krapf Bus Company policy.

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

- Social distancing will be maintained during class changes by requiring all students to walk six feet apart on the right side of the hallway only in the same direction. Social distancing markings and directional guides will be marked on walls and floors. Teachers will be in the doorways between classes to supervise

and ensure students are socially distancing.

- Entry into the building will require all individuals to receive a temperature check. Anyone with a temperature of 100.4 or above will be quarantined and sent home.
- Student morning arrival will be through specified, monitored entry points with 6 feet of distance between students. Markings will be placed on the sidewalk to remind students to keep six feet apart.
- Students will be dismissed from the building in small groups as designated by the administration through specified and monitored exits.
- The use of common areas will be limited to times when social distancing can be maintained and students are supervised.

E. Critical Area of Operation #5 Screening, PPE, and Response to Student and Staff Presenting Symptoms

- All individuals entering the building will be required to answer a daily COVID pre screening questionnaire. All students and staff will complete the Health Check on our Genesis portal prior to traveling to school. An online health screening form will be made available on our website for visitors that will be filled out prior to arrival on campus.
- All individuals entering the building will be required to have a temperature check. Temperature checks will be done by using contactless thermometers.
- Individuals with a temperature of 100.4 degrees or above will be quarantined.
- Quarantined students will be escorted to an isolation space in the Nurse's Office until parent contact is made and the transportation home is arranged. This space will be supervised by district health personnel.
- Symptomatic individuals who are not students will be denied access into the Building.

❖ Protocols for Symptomatic Students and Staff (as per DOH guidelines)

➤ 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

➤ FOR 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 cases 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.

➤ FOR PROBABLE CASE (STUDENT OR FACULTY):

- Probable cases should already have been under quarantine as close contacts and should not have been in school.

➤ FOR REPORTED SYMPTOMS (STUDENT OR FACULTY) WITH NO KNOWN EXPOSURE TO A CONFIRMED CASE:

- 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

- A 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

- Based on NJDOH COVID-19 Guidance for Reopening Childcare

7/20/20

➤ CLOSE CONTACT (STUDENT OR FACULTY):

- Any 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

- Any student or faculty that are close contacts of confirmed cases outside the school will quarantine for 14 days from the 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 the school bus. 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.

■ Parents are asked to be alert to symptoms of illness and to keep sick students at home.

F. Critical Area of Operation #6 Contact Tracing

- All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, will be provided with information regarding the role of contact tracing in keeping school communities safe from the contagious disease.
- Warren County Technical School will collaborate with the local health department to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.
- As per the county superintendent's office, Warren County Health Department will conduct contact tracing.

G. Critical Area of Operation #7 Facilities Cleaning Practices

- All products used for cleaning/sanitizing will be on the CDC/DOH-approved list
- Custodians will use disinfectant to clean and sanitize all “high-touch” areas throughout the day (doorknobs, handrails, office copiers, etc.).
- Custodians will thoroughly clean/sanitize all classrooms at the end of each day.
- Hand sanitizer dispensers will be accessible throughout all areas of the school.
- Restroom doors will be kept open as privacy allows to promote air circulation and less touched surfaces.
- Restroom will be cleaned and disinfected regularly.
- Sports equipment will be sanitized as per the guidelines of the NJSIAA.
- Water fountains and filling stations will be shut down. Students will be encouraged to bring their own water.

H. Critical Area of Operation #8 Meals

- Breakfast will be provided “grab and go” and students will eat in the classroom on a daily basis during in-person instructional days. Breakfast orders will be placed the day before using a selection sheet provided by Maschio's Food Services.
- Student “to go” lunches will be delivered to the classroom at the conclusion of the final period of each day during in-person instructional days. Lunches will be ordered at the beginning of the day using a selection sheet provided by Maschio's Food Services.

- During at-home virtual instruction, students who qualify for free and reduced lunch will receive breakfast and lunch from Maschio's Food Services. These meals will be provided at the conclusion of the last in-person instructional day.
- There will be no cash sales. All sales transactions will take place using the Payschoolscentral.com platform.
- Students who are absent from an in-person instructional day will be able to pick up their meals at Warren County Technical School the following day during their on-line instructional.
- The monthly Maschio's Food Services menu is available to view at <https://wctech.nutrislice.com/menus-eula>.
- Students who receive free or reduced lunch that select the fully remote option will have designated pickup days, times, and locations to collect school lunches.

I. Critical Area of Operation #9 Recess and Physical Education

- Warren County Technical School does not have scheduled recess.
- Locker rooms and team rooms will be closed until further notice.
- Teachers will focus lessons on activities that can be done without students changing before class.
- Equipment will be sanitized after each use.
- Teachers will focus more 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, throwing underhand, kicking and target games).
- Teachers will use games and activities that require no physical contact and do not require students to be in close physical proximity to each other.
- Teachers will ensure lessons are planned around the available space for instruction.
- Physical Education classes will be outdoors as much as possible.

J. Critical Area of Operation # 10 Field Trips, Extracurricular Activities and Use of Facilities Outside of School Hours

- Warren County Technical School's facilities will not be available for any outside organizations until further notice.
- Clubs and activities will only hold virtual meetings until further notice.

K. Academic, Social, and Behavioral Supports

Continuity of Learning Delivery of Special Education

- CST will monitor cases to ensure students with IEPs are receiving proper accommodations and modifications.
- CST will continually monitor students on their caseloads to ensure all IEP goals and objectives.
- Classroom aides will be present in all classrooms, both virtual and in-person where mandated by IEPs and 504 Plans.
- Related services will continue to be provided, either in person or virtually as indicated by the student's IEP.
- Evaluations will be completed in a timely manner to the greatest extent possible
- Assistive technology will be provided for those who require it in IEP.
- Early, frequent assessment of all students.
- Small group instruction utilized whenever possible.
- A fully remote option will be provided for medically fragile students and all other students who choose this option. Opportunities for extended remote support as well as individualized in-person support will also be provided as needed and in adherence with the student's IEP or 504 Plan.
- Procedures will be developed to address students who are in need of interventions, like RTI, and will be followed as necessary.

Social-Emotional and Behavioral Supports

- Guidance and CST will increase student monitoring, as appropriate.
- Guidance and CST will meet with the Assistant Principal and Director of Special Services on an on-going basis to identify students in need of social-emotional support.
- Guidance will have scheduled check-ins with students identified as needing social-emotional support.
- Virtual and in-person tools will be utilized by the Guidance department to maintain social-emotional support for all students.
- Attendance issues will be considered a criterion for social-emotional support interventions and the Assistant Principal and the Guidance and CST staff will collaborate to support students and families with attendance issues, whether in-person or in the remote setting.

Technology and Connectivity

- All students will have their own district-provided device for instruction during the 2020-2021 school year.

- A needs assessment for all students will be conducted as to remote capabilities.
- All students in need of internet connectivity will be provided a mobile hotspot.
- Students and parents will have direct access to our technology department who will assist with any problems that may arise, The technology department will provide troubleshooting, tutorials and remote assistance.
- All district provided devices are connected to a central server located on campus allowing district staff to monitor acceptable use policies, Internet filters and monitoring software will be utilized on all district provided devices.
- Warren County Technical school has purchased instructional equipment, such as document cameras to enhance the remote instructional experience.
- All staff will be provided a district-issued chromebook and mobile hotspot if necessary for remote instruction.

Curriculum, Instruction and Assessment

- All Warren County Technical School students have equitable access to remote learning technologies as well in-person instructional resources regardless of grade band or content area.
- Warren County Technical School has formed a partnership with many types of stakeholders by forming a reopening committee that includes: district administrators, teachers, support staff, school board members, and parents.
- Warren County Technical School has continually monitored its learning model through direct supervision by district administration. Assessments and plans are reviewed on an ongoing basis and data on grading is reported back to the staff. There is regular communication between teachers, counselors, and families to keep them abreast of student progress. Staff, students, and families have been surveyed on numerous occasions seeking input and feedback on scheduling, instruction, and assessments.
- To provide a comprehensive support system, Warren County Technical School utilizes a CST team, Counselor and Guidance Department.
- Educators are provided training and planning time for new instructional techniques during summer hours as well as during PLC in-services throughout the year. Consistency in content areas is achieved by providing Atlas curriculum platform, common assessments, and coordination of programs and resources by the Director of Curriculum.
- Pre-assessments will be used as a diagnostic tool to determine knowledge gaps in course content as needed.
- Formative assessments are continually ongoing and documented in teacher gradebooks within the district's SMS. Gradebooks are monitored by district administrators and department supervisors and contain such formative

assessment as homework, quizzes, tests, etc.

- Summative assessments will be given in the form of unit, quarterly, mid-term, and final examinations (course dependent).

Blended Learning and Remote Learning Support

- Warren County Technical School has purchased numerous instructional technologies to enhance the remote learning experience for students. Those technologies include but are not limited to Edgenuity, iXL, Kuta Works, and EdPuzzle.
- Google Apps for Education will be utilized by both students and staff, allowing the district to monitor classroom activities and login information.
- Comprehensive training in blended and remote learning (“RemoteWorks”) will be provided to all teaching staff prior to the start of the 2020-2021 school year by the Google partner, Eduscape.
- Ongoing support and training has been continually offered for teachers and staff for new and existing technologies that support both in-person and online instruction.
- Ongoing grade analysis and student progress will be monitored using lesson and unit plans as well as assessment data reporting in the SMS.

Professional Learning

- Monthly PLC's will be provided as part of the ongoing professional development of educators which will include: common assessment design, collaborative planning, SGO development, subject specific supports and technology training.
- PLCs events also allow for development and fulfillment activities for individuals' goals for their Professional Development Plans.
- Warren County Technical School will be following the board approved mentoring program.
- Teacher evaluation training will happen during in-service time at the outset of the school as required by the NJDOE.
- SCIP panel will meet as scheduled.

L. Restart/Reopening Committee (See Page 3)

M. Pandemic Response Team

DISTRICT ROLE	NAME
Superintendent	Edmund Zalewski

Business Administrator	Amy Barkman
Principal	Derrick Forsythe
Director of Curriculum/Director of Special Services	Diana Weston Mai
Assistant Principal/Athletic Director	Jeffrey Tierney
Facilities Manager	Steve Daku
Transportation Manager	Ray Gara
School Nurse	Colleen Schiller
Teachers (Grades 9-12, Special Education, Career, Academic)	Christopher Banquecer, Stefanie Connolly, Chad Feilbach, Taylor Shafer, Nancy Danner
Parent Representative	Lenore Arnold

- The Pandemic Response Team will meet **at least** twice a year or as needed.
- The Pandemic Response Team will be informed of a meeting by email from Jeff Tierney.
- Any new school health **and** safety protocols determined by this team will be shared **with** the school community via Genesis email blast and/or other communications methods below.

N. Scheduling of Students

- A daily schedule will be provided by the administration that engages classroom instruction either **in-person** or remotely. (See pages 15-16)
- With **a hybrid instructional** design, **learning** expectations can remain consistent, yet provide flexibility for instruction and learning outcomes.
- A hybrid Instructional design will allow time for individualized student contact during synchronous learning periods with teachers and counselors.

O. Staffing

- If staff members require telework or leave, schools are prepared to shift certificated staff to fill openings
- Staff requiring telework may be selected to work with fully remote cohorts
- Substitutes will be utilized, when necessary

P. Athletics

- Warren Tech 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. Warren Tech 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.
- Any activities would fall under extracurricular (see item J).

STUDENT SCHEDULE OVERVIEW

School Day

- ❖ Students returning to school in September will attend 2 days per week.
- ❖ Each day will follow an early dismissal schedule (See page 17).
- ❖ PM hours will be used for staff to provide support to students who do not attend on a given day.
- ❖ Fully remote students will have two points of contact (Warren County Technical School teacher and guidance counselor) for assistance.
- ❖ Fully remote students with IEPs will have a special education teacher assigned as an additional point of contact.

Educational Program

- ❖ In-person students (Groups A/B) will follow the Warren County Technical School BOE-approved curriculum.
- ❖ Remote Cohort students will learn using the Edgenuity learning management system for academic coursework and the remote program provided by their career teacher for career coursework.

Hybrid /Blended Instructional Schedule

A Group:

Half of the students in each class will be grouped based on last name, alphabetically (for example, A-L).

B Group:

The other half of the students in each class will be grouped based on last name, alphabetically (for example M-Z).

The groupings have NOT been determined as of yet. The above are examples only. After the groups have been determined, the following schedule will be designed. All days are partial days of instruction using the Early Dismissal Schedule for all levels to START THE YEAR. Adjustments may be made according to public health data.

A/B Hybrid Schedule

Synchronous Instruction- teachers and students use Google Meet/Zoom platforms to have direct instruction

Asynchronous Instruction- students work independently on projects, tasks and assignments

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8:00-12:30	A Cohort Onsite Early Dismissal Schedule	A Cohort Onsite Early Dismissal Schedule	B Cohort Onsite Early Dismissal Schedule	B Cohort Onsite Early Dismissal Schedule
8:00-12:30	B Cohort Remote Asynchronous Remote Instruction	B Cohort Remote Asynchronous Remote Instruction	A Cohort Remote Asynchronous Remote Instruction	A Cohort Remote Asynchronous Remote Instruction
8:00-12:30	Fully Remote Cohort Asynchronous Remote Instruction/Supported	Fully Remote Cohort Asynchronous Remote Instruction/Supported	Fully Remote Cohort Asynchronous Remote Instruction/Supported	Fully Remote Cohort Asynchronous Remote Instruction/Supported
12:30-1:15	Teacher Lunch Period	Teacher Lunch Period	Teacher Lunch Period	Teacher Lunch Period
1:15-2:00	Teacher Prep Period	Teacher Prep Period	Teacher Prep Period	Teacher Prep Period
2:00-3:00 CAREER	Remote Cohort Shop (Optional, in-person, ONLY for Remote Cohort)	Remote Cohort Shop (Optional, in-person, ONLY for Remote Cohort)	Remote Cohort Shop (Optional, in-person, ONLY for Remote Cohort)	Remote Cohort Shop (Optional, in-person, ONLY for Remote Cohort)

2:00-3:00 ACADEMIC	Academic Support for at-risk students (gen ed)* Special Education Support for IEP/504 Plans (special ed)* *Synchronous learning	Academic Support for at-risk students (gen ed)* Special Education Support for IEP/504 Plans (special ed)* *Synchronous learning	Academic Support for at-risk students (gen ed)* Special Education Support for IEP/504 Plans (special ed)* *Synchronous learning	Academic Support for at-risk students (gen ed)* Special Education Support for IEP/504 Plans (special ed)* *Synchronous learning
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TIMES	FRIDAY
8:00-12:30	Synchronous Learning Support for A and B Cohorts /Teacher Preparation for Blended Learning
8:00-12:30	Fully Remote Cohort Asynchronous Remote Instruction/Supported
12:30-2:00	Teacher Lunch Period/Teacher Prep Period
2:00-3:00	Career Preparation for Remote Cohort Blended Learning Academic Support for at-risk students (gen ed)* Special Education Support for IEP/504 Plans (special ed)* *Synchronous learning

Early Dismissal Schedule

Period	Start	End	Minutes
1 (Grade 9 Career)	8:02	8:32	30
2	8:36	9:06	30
3	9:10	9:40	30
2-3 (Grade 10 Career)	8:36	9:40	64
4	9:44	10:14	30

5	10:18	10:48	30
6	10:52	11:22	30
7	11:26	11:56	30
8	12:00	12:30	30
6-8 (Grade 11 – 12 Career)	10:52	12:30	98

Warren County Technical school will follow all recommendations by county and state officials regarding school closures and a fully remote plan is prepared in the event of unexpected closure. All changes regarding closures and schedules will be communicated via methods described on Page 3.