

Township of Denville Public Schools
Reopening of Schools Plan
2020-21
Revised 9/10/20





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Notes: HVAC information is available on pages [5](#), [62](#) and [73](#).
[Link to Denville Schools COVID-Reopening Website](#)



Denville Plan for Reopening August 10, 2020

[NJDOE The Road Back](#)

This plan is subject to change per the NJDOE and/or NJDOH

Approved by Denville Board of Education August 10, 2020

Review by NJDOE Completed August 26, 2020

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

- Protocol for High Risk Staff: the district will deal with staff members on a case by case basis with guidance from our school district attorney [see this letter](#).
- Protocol for High Risk Students: the district will offer a virtual component for all students who cannot attend in-school classes or whose parents would prefer they do not attend school in person.
- Drinking water: Bottle fillers will be open for use, the fountain part (bubbler) will not be available. Parents are encouraged to send students to school with a reusable water bottle.
- Visitors and Parents- see the attached summary [Appendix B](#) and FAQ ([Appendix C](#)).
- Our reopening plan includes face coverings for students; parents may want to start working on this with children now. **Also- we are going to ask parents to provide masks for their children** (the district will have a limited supply for students who forget) [Click here for some resources](#).

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

- Social Distancing in Instructional and Non-instructional Rooms:
 - All students and staff will be required to wear masks in classrooms, on buses, in hallways, etc.
 - Grades PK-2 will be spread out in both elementary schools to allow for 6 feet of distance when possible, they will also be required to wear masks- Sneeze guards will be used - see picture in summary
 - Grades 3-8 will be required to wear masks during the school day while in class.
 - Sneeze guards sample in office (see picture in summary)



- Special Education- students who are in special education classes for most or all of the day will be spread out to the maximum extent possible.
- Therapy rooms - the district will utilize plexiglass and masks with a transparent window when needed.
- Procedures for Hand Sanitizing/Washing- see the attached plan for sanitizing facilities.
- Go bags for classroom manipulatives are being purchased to allow for less sharing of materials as well as child safe sanitizer for those materials.

C. Critical Area of Operation #3 - Transportation

- Student drop off and pick up - reviewed by Denville Police Department- Traffic Bureau
 - Procedures to be announced
- Student Transportation- see the parent survey for the question related to parents driving students to and from school.
- Social Distancing on School Buses
 - School buses will be equipped with a plastic shield that has been approved by the NJ Department of Motor Vehicles to provide our bus drivers a safe space while driving.
 - Students will wear masks on buses- we fill buses to a maximum of 50% capacity when possible.

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

- Student flow during school day - signage has been donated to the district by American Image for schools and buses to allow for one way halls and reminders to wear face coverings, maintain social distancing and wash hands frequently.
- Location of Student and Staff Screening
 - COVID symptoms screening daily via telephone, email and text each morning prior to arrival for school using Genesis for students and Google Form for staff.
 - Genesis: See a demonstration on how you can create a Daily COVID form using Parent Forms and advanced User Flag features. <https://youtu.be/XaIvB9YwSa0>
 - Nurses and other trained staff will make visual checks of students and staff at the entrances to schools per the Road Back guidelines.
- Social Distancing in Entrances, Exits, and Common Areas



- The students and staff will have staggered entrance times as well as additional entrance areas to allow for the least amount of people congregating at the same time. Masks will be required during entering and exiting the schools.

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

- [CDC July 23 guidance on screening:](#)
- Parents will be reminded to keep children who are sick at home.
- Screening Procedures for Students and Staff- see letter D above
 - Protocols for Symptomatic Students and Staff: [click here for guidance documents.](#)
 - Nurses' offices have two spaces in each school. These spaces will be used to isolate symptomatic people. The district has purchased air purification systems for these spaces.
- Letter sent to all staff and families reminding them of the NJ 14 Day quarantine- [click here for the parent letter.](#)
- Protocols for Face Coverings- Face coverings will be required as per letter B above.
- See the attached nurses return to school plan ([Appendix F](#)) for details on: Screening, toileting hand washing, emergencies, first aid, positive cases, and health office visits.

F. Critical Area of Operation #6 - Contact Tracing

- Denville Department of Health will guide the district on contact tracing.
- Several Denville Township Schools staff members were trained in contact tracing using this online class from Johns Hopkins University. [JHU online class](#)
- [See this site for more details and guidance documents including district policies.](#)

G. Critical Area of Operation #7 - Facilities Cleaning Practices- ([Appendix J](#))

- See the attached plan for sanitizing facilities.
- Playground equipment will be sanitized following the same procedures outlined in the attached plan for sanitizing facilities.
- Signage has been donated to remind students and staff to wash hands frequently including before and after meals (snacks). Staff will remind students during the day.
- Shared objects for instruction will be sanitized using disinfectant. The district will limit sharing as much as possible by purchasing extra materials for student use.



- HVAC - The district continues to complete routine maintenance on the roof top and room units. Filters are changed twice per year, Reiner Group changes the rooftop unit filters and the maintenance/custodial staff change the room unit filters. The district is in the final stage of the repairing & replacing exhaust fans (district-wide). The final 8 exhaust fans were delivered and are scheduled to be completed prior to the start of the 2020-21 school year. Merv 13 filters will be installed by Reiner Group before the opening of the schools.

H. Critical Area of Operation #8 - Meals

- Schools will operate on an early dismissal schedule without a lunch period
- For students who qualify for free or reduced lunch, the district will contract with the Morris Hills Regional District to provide a pre-packaged lunch that will be delivered to the students to eliminate any possible stigma. The district will follow all NJDOE and USDA regulations regarding school lunches.
- Eligible students who opt for the fully virtual plan will be provided with lunches which will be delivered to their homes per NJDOE guidelines.

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

- Recess will be provided during the day for all PK-5 students. For students in grades 6-8, recess will be provided during the week as much as possible. Designated areas for cohorts will be provided to minimize cohort mixing.
- Physical Education:
 - For PK-5 students, physical education will be held virtually in the afternoon.
 - For students in grades 6-8, physical education will take place in the gym or outside and will consist of activities that do not involve heavy physical activity. Examples are walking and yoga.
- The district purchased pop up canopy tents for all schools to allow students to go outside as much as possible.

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

- Field trips will be put on hold for the time being and will be revisited after further guidance from the NJDOE.
- Extracurricular- put on hold see letter P below.



- Use of facilities outside of school hours:
 - Riverview Annex- per the signed lease with the St. Mary's Parish, the parish may use the facility outside of school hours.
 - All other buildings- this will be put on hold pending further guidance from the NJDOE. The exception will be the use of facilities by our daycare providers see letter N below.

K. Academic, Social, and Behavioral Supports

- Academic Plan:
 - See sample plans- [Appendix D](#) & [Appendix E](#)
 - FAQ- [Appendix C](#)
 - Summary- [Appendix B](#)
- Social and Behavioral Supports:
 - St. Clare's mental health program to continue for 2020-21.
 - Counselors and crisis teams are set and ready to help students and staff.
 - Counselors will meet with students virtually and in-person. Schedules will be reviewed and approved by building principals.

L. Restart Committee:

- See [Appendix A](#)
- Meeting Dates- July 14, 15 and 28 via Zoom - [information and videos posted here](#)

M. Pandemic Response Team- set up in all schools per NJDOE guidelines

N. Scheduling of Students

- School Day- see attached sample schedules
- Educational Program:
 - ESL: Hybrid instruction model:
 - Virtual instruction will take place while students are present in school through use of chromebooks/headsets in designated area of the classrooms.
 - Virtual instruction will take place during the hours of remote instruction from home.
 - Push-in instruction, when feasible, during hours students are present in school.



- Tiered System of Supports (I and RS, RTI)
 - All action plans continue: Goals adjusted, as needed/remote learning interventions added, as needed.
 - All meetings will be held virtually.
- Fully Virtual Program- see attached plans, summary and FAQ [click here for NJDOE guidance](#)
- Childcare
 - Childcare lunches- childcare providers will provide a lunch program per NJ regulations for childcare providers.
 - The Lakeland Hills YMCA will provide childcare for 200 students at Lakeview and 100 students at Riverview.
 - Little Learner will provide childcare for Valleyview.
 - LHYMCA will offer before care at RV
 - Other local providers: [posted here](#)
- O. Staffing**
 - Substitutes: the district has a list of approved substitutes as well as Swing Educational and we are currently investigating the addition of several permanent substitute staff.
- P. Athletics & Extracurricular Activities:**
 - All athletics and extracurricular activities are on hold and will be revisited in September.
- Q. Technology:**
 - Devices and Network
 - Devices have been purchased- enough for all students and staff.
 - Purchase of access to the Altice Network for students who do not have access:
 - Devices and internet access to be provided to all students and staff- see survey ([Appendix H](#)) for questions regarding technology for the home-Funding from the NJ Digital Divide Grant- \$21,850. District staff will review this weekly to ensure that all students have access to devices and the internet.
 - Live streaming- will be utilized to provide synchronous instruction.
 - Microphones- the majority of classrooms have FM systems for amplification.



- Webcams- internal webcams are standard on our devices.
- Zoom and Google Meets: our district utilizes these applications for virtual instruction along with live streaming.

R. In-person orientations: ([See Appendix L](#))

- Lakeview: see the attached plan for student orientation.
- Riverview: see the attached plan for student orientation.
- Valleyview: see the attached plan for student orientation.

S. Fire and Security Drills- will be held per NJDOE guidelines

T. Fiscal Plan- see the attached fiscal plan (Appendix G)



Appendix A: Restart Committee

Teachers/staff

RV - Karen Molina

VV - Charlene Scott *, Jenn Faliveno

LV - Jenn Cwikla

Driver- Cindy Gonzalez

Secretary- Sue Bias

PTA presidents:

VV - Debi Nevins *

RV - Mary Ferrone *

LV - Adrienne Villani *

BOE members: Mike Andersen * and Laura Wagner *

SEPAC member: Jenn Blanchard *

Denville PD - Sgt. Fred Jackson *

DEA - Jen Cuff

Head Nurse - Jessica Seidel

VVMS student- Lena Blanchard

Facilities- Mike Chmielewski

Transportation- Tom DeAngelo

Principals

Beth Baisley

Tina Theodoropoulos

Seth Korman

Vice Principals

Evan Scala

Skye Sardanopoli *

John Englishmen

Special Services - Grace Johnson

Assistant Superintendent- Dr. Sandy Cullis

Business Administrator- Damaris Gurowsky



Technology- Cindy Costanza

Superintendent of Schools: Dr. Steven Forte

District Secretary/Personnel: Bonny Engelhard

Parents

Jennifer Sommer *- LV (Teacher at LV as well)

Joanne Berdebes-Limberis * RV

Aparna Pandravadra * VV

Abdul Staten * LV

Keri Gramo * RV (new parent of K student)

* parent of Denville Schools Student (s)

Advisors:

Dr. Efreem Greenfield, School District Physician

St Clare's Infectious Disease Department- Catherine Abbott RN

Dr. Ulo Palm

Dept of Health: Cindy Bella, Stephanie Gorman



Appendix B: Denville Reopen Plan Summary

2020-21 Denville Reopen Plan Summary

This plan is subject to change per the NJ Department of Education and/or NJ Department of Health

This is a summary of the plan to reopen our schools in September 2020. The plan is scheduled to be voted on at the August 10, 2020 Board of Education (BOE) meeting. The administration team has worked within the New Jersey Department of Education (NJDOE) guidelines to put together what we believe is the best option for educating the students of Denville. The plan consists of in person learning five days per week, four-hour AM days with all staff and students wearing face coverings. In addition, a fully virtual plan has been prepared and is the other option for families. [For additional information please consult this website:](#)

After reviewing the documents listed below please take the survey which is due by **August 9, 2020.:**

- Reopening Plan Summary
- Reopening Plan FAQ's
- Virtual program samples

We need every family to complete this questionnaire no later than Sunday 8/9/20. The answers to these questions will determine your child's placement for the start of the 2020-21 school year. Families that do not answer the survey will have their children placed in the in-person program.

This document has been prepared to give you as much information as we currently have to aid in your decision. Information such as in person class size, how many students will occupy a space at one time, how much virtual teaching will be synchronous vs asynchronous, will largely be determined by the responses to the Student Placement Questionnaire. Once we receive parent



responses, the administration will finalize student placement and that information will be shared with families as soon as possible.

Each district in the state is facing the same challenges, and many varieties of in-person instruction are being seen across the state. We wanted to briefly review other options that were considered and explain why this plan was chosen.

- A/B rotation of students in classrooms. This option cuts the in-person education time each student can receive in half, significantly decreasing the quality of their education.
- Full Day 2-3 times per week supplemented with virtual learning. The DOH recommends masks be worn by everyone to help minimize the risk of spreading infectious disease. Asking our students to wear a mask for 8 hours a day and continue to be able to focus and learn in that environment seemed very overwhelming. This option would have required lunch and physical education classes being held in the building. By not having these events in the school day we are able to utilize our large spaces (cafeterias, gyms and all purpose rooms) for classroom space. Finally, our teachers and administration were concerned with the lack of consistency in schedule which is key to a child's education.

Our plan was created in cooperation with the district administration, NJDOE, health professionals (school district physician, St. Clare's Health System's Infectious Disease Department, District Head Nurse and the Local and County Departments Of Health) and the Denville Township Schools Reopening Committee. The committee consisted of 36 members including district leadership, teachers, parents, a Valleyview School student, and members of the Special Education Parent Advisory Committee. The committee was guided by three driving principles:

1. Student and staff safety
2. Educational benefit
3. Convenience for staff and families

[Click here for presentations and videos of the reopening committee meetings.](#)

In the reopening plan and the FAQ sheet, there are 4 categories to find information, we hope these categories help in organizing the details presented.

- Buildings, Grounds, and Transportation (Operations/Logistics)



- Instruction and Programming
- Support & Special Services
- Child care

As always, if you have any questions please feel free to reach out to your child's principal, or another member of the administrative team. [Contact information for all key district communicators can be found clicking here:](#)

We are committed to providing the best possible education while maintaining a safe and healthy environment for all students and staff. We appreciate your help in filling out the questionnaire as soon as possible so that we can provide more detailed answers soon. Thank you for your patience and understanding during this unprecedented time.

Buildings, Grounds, Transportation (operations/logistics):

- Use of large spaces like gyms, libraries and cafeterias to spread out students as much as possible- use of portable partitions to accomplish this.
- PK-8 children will wear face coverings - the schools will provide time for mask breaks throughout the day.
- Sneeze guards for all students to provide short mask breaks. See picture below.
- Sanitize all rooms and buses daily as well as frequently touched surfaces and restrooms during the day. Wipes provided for cleaning of classroom surfaces.
- Students will report directly to classrooms in all schools upon arrival.
- PK-5 Students will be assigned to a cohort group in which they will remain throughout the day to reduce the number of people with whom each child comes in contact. We will reduce the number of students in each cohort to allow for distancing.
- Lunch time will not be provided during the school day. For students attending aftercare, lunch time will be provided following the child care standards. Free and reduced lunches will still be provided for those who qualify.
- Parents are asked to provide face coverings - the district has a supply for students who do not have masks. See below for examples of what is acceptable.
- District will provide face coverings for staff.
- Water for staff and students- we ask that all staff and students bring a water bottle to school each day if needed. The fountains will be available for bottle filling only.
- Visitors and Parent Meetings:



- a. Parent meetings will be held virtually.
 - b. Back to School Nights will be held virtually.
 - c. No visitors will be allowed past the vestibule.
- Transportation
 - All students wear masks on buses- sneeze curtains installed for drivers.
 - We are attempting to reduce the amount of students on the bus by asking parents to drive students.
 - Buses will be sanitized twice per day.
 - Transportation will be provided for our list of child care providers to and from school. Transportation will not be provided from after care to home.

Instruction and Programming:

- The district will offer a fully virtual program for students whose families select this option. (See samples of virtual programs) [Appendix D](#) & [Appendix E](#)
- Four-hour AM days for all K-8 students every day with continued virtual components in the PM. (Pre-K hours to be determined)
- Recess and other breaks to be provided during the day including time outside for staff and students when possible (tents purchased).
- PK-5 Snack time: will be a working snack time at student desks or outside when possible. Schools will provide a list of appropriate snacks.

Support and Special Services:

- English as a Second Language (ESL) will utilize a hybrid instruction model, part in person part virtually.
- Tiered System of Supports (TSS): All action plans continue - Goals adjusted and remote learning interventions added, as needed. Meetings will be held virtually.
- Nurses' offices will be used as confinement areas for students (2 spaces in each office) with air purification systems.
- Special Education:
 - Child Study Team (CST) will complete testing in-person using shields and masks.
 - To begin the school year, students with IEPs will follow the same school day schedule/hours as all other students in their assigned cohorts. Therapies will be provided in-person during the school day or virtually. Once the school year begins this piece will be reviewed and adjusted if needed.



- IEP meetings will be held virtually.
- Plexiglas shields will be utilized for one to one instruction, speech, basic skills, reading, CST testing, etc. See picture below.

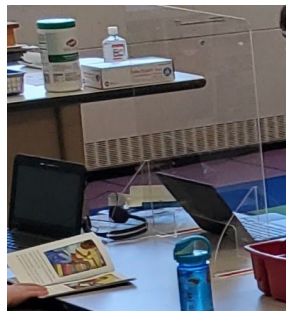
Child care:

- Riverview and Lakeview Child care- Lakeland Hills YMCA will provide on site child care for students in the schools following the Department of Health child care guidelines.
- Other vendors will also offer services.
- AM child care as well as after school care until 5:00PM will be offered.
- [Click here for YMCA information](#)
- [Click here for contact information for all providers.](#)

Sneeze Guard



Plexiglas Shield for 1 to 1 instruction and therapy





Acceptable face coverings for school:



[Information from the CDC on the selection, wearing and cleaning masks.](#)

This type of vented mask should not be worn.





[Denville Schools Reopening/COVID Website Click Here:](#)

District Staff

Dr. Steven Forte, Superintendent	sforte@denville.org
Dr. Sandra Cullis, Asst Superintendent	scullis@denville.org
Grace Johnson, Director of Special Services/ESY	gjohnson@denville.org
Jessica Seidel, Head Nurse	jseidel@denville.org
Damaris Gurowsky, Business Administrator	dgurowsky@denville.org
Tina Theodoropoulos, Riverview Principal	ctheodoropoulos@denville.org
Beth Baisley, Lakeview Principal	bbaisley@denville.org
Seth Korman, Valleyview Principal	skorman@denville.org
Tom DeAngelo, Transportation Director	transportation@denville.org

[Health Department, Dr. Carlos Perez Click Here](#)



Appendix C: Frequently Asked Questions

Reopen Plan Frequently Asked Questions

Please review the 2020-2021 Reopening Plan Summary First. FAQ are divided into the same four categories as the plan:

- Buildings, Grounds, and Transportation (Operations/Logistics)
- Instruction and Programming
- Support & Special Services
- Childcare

Buildings, Grounds, and Transportation (Operations/Logistics)

Q. Has the district's plan been vetted by medical professionals?

A. Yes, the school district physician, St. Clare's Health System's Infectious Disease Department, District Head Nurse and the Local and County Departments Of Health.

Q. Will my child be required to wear a face covering? If so what type of face coverings are allowed?

A. Yes, students and staff will be required to wear face coverings. Cloth or surgical masks are required. See Denville Reopen plan for pictures. The district also purchased sneeze guards (see plan for picture) for each student which can be used while at desks for short breaks from wearing masks. These breaks will be done outside utilizing social distancing.

Q. Will the schools maintain six feet of social distancing during the day?

A. We will do our best to keep everyone separated as much as possible. We will use all indoor large spaces and outdoors (tents will be purchased for each school) for classrooms to spread students out as much as possible. We will minimize the number of students on buses as well as in hallways and classrooms.

Q. Will there be screening of the students & staff for symptoms to identify a sick child or staff member before entry?

A. Students and staff will be screened daily via visual checks at entrances and an online form to be completed prior to arrival at school.



Q. Will there be signage to keep social distance and directional flow in the halls, classes and buses as well as reminders about face coverings?

A. Yes, we will have signage and tape to help with distancing of students and staff as well as to remind people to wear face coverings.

Q. Will windows and doors be open to provide fresh air? Are the filters in the buildings changed on a regular basis?

A. Yes, the windows and doors will be open as much as possible without sacrificing security and yes the filters are changed regularly. Tents have been purchased for each school to allow for outdoor classes and activities (weather permitting).

Q. Will arrival and dismissal times be staggered to allow for reduction of people in the halls at one time?

A. Yes, and we will eliminate the use of large areas for students to wait prior to the school day starting by having students report directly to their classrooms.

Q. Will Valleyview students use gym and hall lockers?

A. No, students will report directly to classrooms and will not use hall lockers. Students will not change for physical education.

Q. Will the buildings and buses be sanitized thoroughly? Will this occur during the school day as well as after?

A. Yes, we have purchased equipment and supplies to keep buildings and buses sanitized. Highly touched surfaces will be sanitized during the day as well as after school.

Q. Will hand sanitizer be available for students and staff?

A. Yes, the district has purchased and installed hand sanitizer dispensers throughout the schools.

Q. Will water fountains be open for use?

A. The bottle fillers will be open for use, the fountain part will not be available. Parents are encouraged to send students to school with a reusable water bottle.



Q. What is the plan if a student or staff member gets sick or tests positive for COVID.

A. The district will work with the local Health Department, School Physician and will Consult district policy as well as guidance from the CDC and State Department of Health. [See this site for more details.](#)

Q. What if I don't have a device to access the internet? What if I don't have access to the internet (wifi)?

A. The district will provide your children with a device and internet access. Please contact parentportal@denville.org for information.

Q. When is the parent survey due?

A. August 9, 2020

Q. Does the district have one website with all information regarding the reopening of schools?

A. Yes, [click here for the site.](#)

Instruction and Programming

Q. Can I opt for my child to have a fully virtual educational program? What will the virtual option look like?

A. Yes, it will be a combination of live-streaming and distance learning using other virtual means. Please see the district reopening plan for more details.

Q. If I choose a virtual program for my child, can I switch to in-person?

A. Yes, but there will be a delay period (approximately 10 school days) for district planning purposes.

Q. During live-streaming, will students be able to ask questions and interact with the class live?

A. The teachers may be able to respond to questions typed in the chat feature on a case by case basis. All students will have the opportunity to meet virtually with their teachers in



the afternoon.

Q. Can we switch to virtual learning at any time?

A. Yes, but there will be a delay of approximately 10 school days.

Q. What is the difference between homeschooling and virtual schooling?

A. Homeschooled children are not students of the district, they are either withdrawn or never enrolled in the district. Virtually schooled children are part of the district but are learning at home through virtual means. [Click here for information on homeschooling.](#)

Q. Will extracurricular activities like after school clubs, band, athletics, etc. take place in 2020-21?

A. At this point we will not be providing extracurricular activities, this will be revisited once the school year is underway.

Support & Special Services

Q. Will special education classes be held in the same manner as the regular classes, following the same schedule?

A. Yes, to begin the school year, special education classes will follow the same schedule. This will be revisited once the school year is underway.

Q. How will Child Study Team and other parent meetings be held?

A. All parent meetings will be held virtually.

Q. Will Child Study Team Testing be held in person?

A. Yes

Q. Will guidance and counseling services be provided?

A. Yes, please contact your child's principal for more information.

Q. How will English as a Second Language classes be held?

A. ESL classes will be held virtually and in person.

Q. Will reading intervention and basic skills classes take place?



A. Yes, all programs will take place either in-person, virtually or using a hybrid approach.

Childcare

Q. Is there a plan for childcare at Riverview School and Lakeview School?

A. Yes, [click here for information.](#)

Q: What is the cost for my child to stay at school until the end of the regular school day?

A. The Lakeland Hills YMCA program cost will be approximately \$175 for members and \$200 for non-members per month.

Q: Will my child be transported home at the end of the regular school day?

A. Transportation will be provided after the four-hour school session. Transportation will not

be provided home from the after school program but will be provided to off site after care programs after the four-hour school session.

Q: Will YMCA staff wear masks?

A. Yes, the YMCA must follow the Department of Health guidelines

Q: Will students be required to wear masks?

A. Yes but there will be time for mask breaks.

Q: Will there be help with virtual learning?

A. Yes

Q. Will students be provided with a means to participate in virtual learning while they are in the building?

A. Yes



Appendix D- PK-5 Sample Virtual Lesson

Elementary (preK-5) SAMPLE Virtual Scenarios

We will select a scenario based upon the number of students who elect to participate in 100% virtual schooling.

1. **Virtual Scenario 1**- Students are assigned to a virtual classroom with 1 main teacher. This option may be available if we have 25 or more students in a given grade. Students will be interacting virtually with teachers throughout the entire day, except the lunch and recess break. Students are expected to have cameras on and be present and available for all virtual instruction with the teacher during the school hours.

** Start and end times are based on the Lakeview Schedule*

SAMPLE Schedule, times and order of classes may vary by grade level.

8:00- 8:20:	Morning Meeting/Social Emotional Health
8:20-9:20:	English Language Arts, Reading, Writing, Phonics and/or Word Work
9:20-9:30:	Break
9:30-10:30:	English Language Arts, Reading, Writing, Phonics and/or Word Work
10:30-11:00:	Movement Break or Special
11:00-12:00:	Math
12:00-1:30:	Lunch and Recess break
1:30- 2:45:	Rotating schedule of Science, Social Studies, small group work, and specials
2:45-3:00	Daily Wrap-Up

2. **Virtual Scenario 2**- Students are assigned a classroom, but will be observing instruction via live stream or observing recorded lessons then interacting virtually with a teacher/class in the afternoon. Only direct instruction by the teacher will be live-streamed or recorded and shared with students. When teachers are working with other students during live instruction, the cameras may be turned off. **The times will vary based upon school. The start time for Lakeview is 8:00 AM, and Riverview is 8:35 AM.*



SAMPLE Schedule for Riverview Students, Similar schedule but times would vary for Lakeview Students

- 8:35-9:00: Morning Meeting/Social Emotional Health (live-streaming for morning message)
- 9:00-10:00: ELA; Reading, Writing, Phonics and/or Word Work (live-streaming and/or recorded lessons)
- 10:00-10:20: Movement Break
- 10:20-11:20: ELA; Reading, Writing, Phonics and/or Word Work (live-streaming and/or recorded lessons)
- 11:20-12:20: Math (live-streaming and/or recorded lessons)
- 12:20-1:27: Lunch and Recess Break
- 1:27-2:09: Specials (virtual with classmates)
- 2:09-2:51: Rotating schedule of Science, Social Studies, small group work (virtual with classmates)
- 2:51-3:15: Rotating schedule of Science, Social Studies, small group work, & specials (virtual with classmates)

3. Virtual Special Education Programs and Services

For Students in Preschool, Special Education Resource Center, and Multiple Disabilities programs, the virtual teacher option may be available if we have enough students electing virtual to create a virtual special education classroom using our existing Special Education Teaching Staff. For K-5 students, the classroom may include students across schools and/or grade levels for ELA and Math in the morning. These students will attend a Rotating Schedule of Science, Social Studies, small group work (virtual with general education classmates) in the afternoon. The alternative to this option is the live-streaming/recorded lessons option above.

Preschool- Grade 5 ABA Program students will be taught by the same teacher whether in person or virtual. The low staff to student ratio will allow for both virtual and in person instruction to occur simultaneously. Live Streaming and recorded lessons may also be used. For K-5 Students, Rotating schedule of Science, Social Studies, small group work (virtual with classmates) according to the IEP in the afternoon.



Related Services In Person/Virtual:

may be offered in different formats based on the master schedules and student IEPs to the maximum extent possible. Options for scheduling may include:

- Push-in services during in person instruction
- Before School In person sessions (parent transportation required)
- Virtual Sessions
- Sessions Scheduled During Dismissal
- Pull-out services during In person Instruction
- Afternoon sessions i.e. student stays in school after the “in person” school day for a session between 12-1 pm, has lunch at home during Science, Social Studies, or Specials. (Parent Transportation may be required).



Appendix E: Middle School Sample Virtual Scenario & Clarification

Middle School SAMPLE Virtual Scenarios

Due to the number of different courses offered at Valleyview, below is the virtual scenario that is most likely to be followed if a family chooses 100% virtual schooling.

Virtual Scenario- Students will follow the daily schedule but will be observing instruction via live stream or observing recorded lessons then interacting virtually with a teacher/class in the afternoon. Only direct instruction by the teacher will be live-streamed or recorded and shared with students. When teachers are working with other students during live instruction, the cameras may be turned off.

SAMPLE 7th Grade Schedule (times, and order of classes may vary by grade level)

Students will attend 4 content classes per day, each lasting 1 hour. During this time new material will be presented. The afternoon will be used for small group instruction, review, and extra help. Student schedules rotate on a 4-day cycle. We will still be using the A-B model that has been used at Valleyview for many years.

Day 1 (A day schedule)

7:30-8:30 Math
8:30-9:30 Math
9:30-10:30 Art of Writing
10:30-11:30 Art (elective)
11:30-12:30 Break
12:30-2:30 Small group instruction/review/extra help with classmates

Day 2 (B day schedule)

7:30-8:30 English Language Arts
8:30-9:30 Social Studies
9:30-10:30 Science
10:30-11:30 World Language



11:30-12:30 Break
12:30-2:30 Small group instruction/review/extra help with classmates

Day 3 (B day schedule)

7:30-8:30 Math
8:30-9:30 English Language Arts
9:30-10:30 Physical Education (possibly no live-streaming as the PE class could be walking in the park)
10:30-11:30 Art
11:30-12:30 Break
12:30-2:30 Small group instruction/review/extra help with classmates

Day 4 (A day schedule)

7:30-8:30 English Language Arts
8:30-9:30 Social Studies
9:30-10:30 Science
10:30-11:30 World Language
11:30-12:30 Break
12:30-2:30 Small group instruction/review/extra help with classmates

Valleyview students will have a four-period day when they are present in the school building. Due to the make-up of the Valleyview schedule, the below will rotate on a 4-day cycle (Day 1, 2, 3, 4). This will allow students the opportunity to have their double of Mathematics or ELA as well as Art of Writing or Physical Education classes. In the afternoon beginning approximately at 12:30, teachers will hold classes virtually. These sessions will be interactive with the teachers through Google Meet.

This schedule

- Reduces the number of class changes, limiting the number of contacts in a day.
- Increases the amount of direct instruction time by increasing the length of a period from 42 minutes to 1 hour in order to maximize the amount of teacher contact time without switching classes.



- Opportunity to have daily contact with each teacher (four 1-hour classes in-person or live-streamed in the morning and four 25-minute virtual classes in the afternoon)
- Meets the contractual teacher contact time with students, allowing for teachers to plan lessons and meet with grade level teams.

Day 1 & 3	6th	7th	8th
7:30-8:30	1	1	1
8:30-9:30	3	3	3
9:30-10:30	7	5	5
10:30-11:30	8	8	8
Day 2 & 4	6th	7th	8th
7:30-8:30	2	2	2
8:30-9:30	4	4	4
9:30-10:30	6	7	6
10:30-11:30	9	9	9

Below is a sample of what one 7th grade schedule for a student may look like

Day 1 (A day schedule)

- 7:30-8:30 Math (Period 1)
- 8:30-9:30 Art of Writing (Period 3)
- 9:30-10:30 ELA (Period 5)
- 10:30-11:30 Science (Period 8)
- 11:30-12:30 Break

Virtual

- 12:30-12:55 Math (Period 2)
- 1:00-1:25 Art (elective) (Period 4)
- 1:30-2:00 Social Studies (Period 7)
- 2:00-2:25 French (Period 9)

Day 2 (B day schedule)

7:30-8:30 ELA (Period 2)
8:30-9:30 Art (elective) (Period 4)
9:30-10:30 Social Studies (Period 7)
10:30-11:30 French (Period 9)
11:30-12:30 Break

Virtual

12:30-12:55 Math (Period 1)
1:00-1:25 PE (Period 3)
1:30-2:00 ELA (Period 5)
2:00-2:25 Science (Period 8)

Day 3 (B day schedule)

7:30-8:30 Math (Period 1)
8:30-9:30 PE (Period 3, live-streaming may be turned off as the students could be outside)
9:30-10:30 ELA (Period 5)
10:30-11:30 Science (Period 8)
11:30-12:30 Break

Virtual

12:30-12:55 ELA (Period 2)
1:00-1:25 Art (elective) (Period 4)
1:30-2:00 Social Studies (Period 7)
2:00-2:25 French (Period 9)

Day 4 (A day schedule)

7:30-8:30 Math (Period 2)
8:30-9:30 Art (elective) (Period 4)
9:30-10:30 Social Studies (Period 7)
10:30-11:30 French (Period 9)
11:30-12:30 Break

Virtual

12:30-12:55 Math (Period 1)



1:00-1:25 Art of Writing (Period 3)
1:30-2:00 ELA (Period 5)
2:00-2:25 Science (Period 8)



Appendix F: Nurses' Return Plan

COVID-19 Nurses Return to School Plan

The purpose of this plan is to define the guidelines for the school health office in regards to the COVID-19 pandemic. The NJDOE guidelines for the return/reopening of schools, NJDOH, CDC and NASN recommendations have been referenced and applied to the school health office plan. The health and safety of our schools and school communities is of the utmost importance.

Daily

1. Parents to monitor their students every morning and teachers/staff must do the same for themselves, for symptoms of Covid-19 including, but not limited to:
 - Fever or fever-like symptoms- Temperature above 100.4 with or without fatigue/body aches/chills.
 - Respiratory symptoms- Cough, congestion, runny nose, sore throat, shortness of breath unrelated to asthma and or allergies
 - Gastrointestinal symptoms- Diarrhea, vomiting, severe nausea
 - New unexplained loss of taste or smell
 - Student reports or has been notified of being in close contact with a positive Covid-19 case.
 - Confirmed non-Covid viral infectious disease- ie influenza or rhinovirus
 - Contagious infections requiring antibiotics- ie. strep throat or pink eye.
 - Undiagnosed, new, and /or untreated skin rash or condition.
2. Any of the above must be reported to the health office immediately for possible contact tracing.
3. Upon arrival, students and teachers will wear cloth face coverings and be visually evaluated by the nurse and or designee. If warranted, the nurse will monitor temperatures on an as needed basis and possible spot checks throughout the day of students with possible Covid-19 symptoms.

Health office/visits

1. Ventilate office frequently and use of air purifier.
2. Any person entering and leaving the health office for evaluation and/or treatment must wash hands for at least 20 seconds with soap and water or hand sanitizer.



3. Any person entering the health office should wear a mask (unless medically indicated) and follow the 6ft social distancing..
4. Temperature will be taken at the door prior to entering the health office.
5. The health office bathroom will only be used by those for medical reasons.
6. No visitors allowed in the health office unless medically warranted.

Simple first aid/care in the classroom

1. Paper cuts/minor abrasions: wash hands, cleanse the area with soap and water, dry with a paper towel. Apply bandages if needed.
2. Minor headache and/or fatigue: have the student behind sneeze guard have them drink water and if no improvement or condition worsens send the student to the health office.
3. Mild stomach ache and/or nausea: have the student behind sneeze guard and remove their mask, sip water and/or use the bathroom. If no improvement or condition worsens, send the student to the health office.
4. Minor injury/bump: no treatment necessary if there is no swelling, redness or bruising at site. If there is swelling, bruising and/or redness after 20 minutes, send the student to the health office for an ice pack.
5. Bug bites: apply cool, wet paper towel to the bite to help prevent scratching. If the student has a history of allergies to bug bites or bite is spreading over a large area, send the student to the health office.

*Suggestions adapted from Shelby Parson, school nurse in Albuquerque, New Mexico via NASN. https://docs.google.com/document/d/199-Y_uwC_ip-fPe9vjmHaIH-TrAc-P2MC9hBIIbucCc/edit

Toileting assistance provided by aides/teachers

1. When assisting students with toileting, it is recommended that the aide and/or teacher assisting wash hands and don proper PPE prior to assistance.
 - Gloves, gown, mask and eye protection (eye goggles or face shield)
2. Doff PPE after assisting student, dispose properly and wash hands.
3. Handwashing hygiene for student as well.
4. Notify custodian if toilet/bathroom needs to be cleaned after use.

Sick visits/Covid-19

1. Encourage teachers to call ahead to the nurse with the student or staff member who is being sent to the health office.



2. Person will be questioned for symptoms and temperature taken at the door to the health office to determine appropriate care and placement in the health office.
 3. Any student or staff member suspected of COVID-19 symptoms will be confined to a secluded area of the Health office wearing a face mask. The nurse will don the appropriate PPE as per CDC guidelines prior to entering the isolation area: gown, gloves, N-95 mask, face shield.
 4. Refer the student or staff member for further medical evaluation if they have one or more of the COVID-19 s/s listed above.
 5. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. (NJDOE Road Back, p. 25)
 6. If a person is having an emergency situation, call 911 and notify the operator that you are seeking care for someone who may have COVID 19. If someone is showing any of the emergency warning signs of COVID-19, seek emergency medical care immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
7. If the school district is notified that an individual who has spent time in the school building tests positive for COVID-19, district officials must immediately notify the local health officials, staff and families of a confirmed case while maintaining confidentiality.
 8. School building to be cleaned/disinfected after positive COVID-19 has been reported as per CDC recommendations.
(<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> & p. 28-30 NJDOE/Road to Recovery)
 9. Individuals who have symptoms of COVID-19 AND have tested positive (by PCR, rapid molecular or antigen testing) OR have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until:
 - At least 10 days have passed since their symptoms first appeared AND
 - They have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever) AND
 - Symptoms have improved (e.g. cough, shortness of breath)



10. Individuals who have NO symptoms and have tested positive should stay home and away from others until:
 - 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.
11. Individuals who have symptoms and have tested negative should stay home and away from others until:
 - 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.
12. Individuals who are identified as a close contact* of a confirmed case should:
 - Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the confirmed case, even if contact tested negative.(#9-12 is from the NJDOH & CDC)

Emergency situation: Nurse must go to student/staff to be assessed/treated

In the event, a student and/or staff member is unable to go to the health office due to an emergency situation, the nurse will respond to that person at their location.

1. Nurse obtains as much information as possible about the situation.
2. Nurse dons appropriate PPE and responds to the location.
3. Activate 911, along with the MERT team and have AED.
4. Remove students and other unnecessary personnel from the location. Only MERT team members should be present to assist and decrease large crowd/exposure.
5. If CPR is necessary, follow the American Heart Association guidelines for COVID-19. They are attached to this plan.

When a confirmed case of COVID-19 has entered a school, regardless of community transmission:

Any school in any community might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures regardless of the level of community spread:

1. **Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools.



2. **Dismiss students and most staff for 2-5 days.** This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
 - Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
 - During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
 - Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
3. **Communicate with staff, parents, and students.** Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.
 - This communication to the school community should align with the communication plan in the school's emergency operations plan.
 - Plan to include messages to counter potential [stigma](#) and discrimination.
 - In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
4. **Clean and disinfect thoroughly.**
 - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.



- For disinfection most common EPA-registered household disinfectants should be effective.
 - Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).
5. **Make decisions about extending the school dismissal.** Temporarily dismissing child care programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.
- During school dismissals (after cleaning and disinfection), child care programs and schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
 - Child care and school administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
 - Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

*Above confirmed case information was taken directly from the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#confirmed-case>

American Heart Association BLS Algorithm links:



[BLS Healthcare Provider Adult Cardiac Arrest Algorithm for Suspected or Confirmed COVID-19 Patients](#)

[BLS Healthcare Provider Pediatric Cardiac Arrest Algorithm for the Single Rescuer for Suspected or Confirmed COVID-19 Patients](#)

[BLS Healthcare Provider Pediatric Cardiac Arrest Algorithm for 2 or More REscuers for Suspected or Confirmed COVID-19 Patients](#)



FISCAL PLAN FOR RE-OPENING SCHOOL – COVID-19

Policy and Funding Considerations

Elementary and Secondary School Emergency Relief Fund

The federal “Coronavirus Aid, Relief, and Economic Security” (CARES) Act established the Elementary and Secondary School Emergency Relief (ESSER) Fund to provide direct money to school districts and provide funding to support areas impacted by the disruption and closure of schools from COVID-19. The Road Back: Restart and Recovery Plan for Education, NJ Department of Education, June 2020

Implementation of Considerations:

The Denville Township School was allocated \$27,767 of CARES Act funding and \$21,850 for Digital Divide. These funds have been designated for use as follows:

Implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, English Language Learners, and students with disabilities.

Purchase internet connection for homework help at a community center in a low income housing.
Purchase 1:1 take home devices for students as needed.

Federal Emergency Management Agency – Public Assistance

“The Federal Emergency Management Agency (FEMA) administers the Public Assistance program, which reimburses 75 percent of eligible expenses that are a direct result of the declared emergency (in this case, the COVID-19 outbreak).” The Road Back: Restart and Recovery Plan for Education, NJ Department of Education, June 2020

Implementation of Considerations:

The Denville Township School has submitted an application for public assistance through The Federal Emergency Management Agency (FEMA) funding. The district proposes to submit projects for Personal Protective Equipment (PPE) for staff, hand sanitizer, and facility cleaning products among other COVID-19 related items as needed.



State School Aid

“In the wake of the COVID-19 public health emergency, State revenues have declined precipitously. The impact of the COVID-19 pandemic presents many fiscal challenges for delivery of instruction and related services to students in addition to other basic operational needs. Readyng facilities, purchasing supplies, transporting, and feeding students may look drastically different in the upcoming school year.” The Road Back: Restart and Recovery Plan for Education, NJ Department of Education, June 2020

Implementation of Considerations:

On July 10, 2020, The New Jersey Department of Education released revised State Aid Notices for fiscal year 2020/2021. The Denville Township School received a reduction of \$176,231 as a result of the COVID-19 pandemic. The fiscal year 20/21 budget will therefore require additional revisions.

Purchasing

“Purchasing School districts will likely need to purchase items not needed in the past (e.g., personal protective equipment or cleaning supplies to sanitize facilities) and experience increased demand for previously purchased goods and services (such as technology). Given the broad need for certain items, school districts may be able to purchase items at a lower cost by either purchasing through an established State contract or through a cooperative purchasing consortium.” The Road Back: Restart and Recovery Plan for Education, NJ Department of Education, June 2020

Implementation of Considerations:

The District will seek to purchase items at a lower cost by either purchasing through an established State contract or through a cooperative purchasing consortium and will consider using cooperative contracting when possible.

Use of Reserve Accounts, Transfers, and Cashflow

“As a result of the COVID-19 pandemic, school districts may encounter fiscal uncertainty with respect to possible disruptions in the receipt of anticipated revenues or unforeseen expenses. To the greatest extent possible, districts should consider making expenditures from various accounts



or over budgeted line items to meet unanticipated costs and to manage their cash flow. School districts may be able to use funds on deposit in their emergency reserve accounts to finance unanticipated expenses that arise as a result of the COVID-19 pandemic.” The Road Back: Restart and Recovery Plan for Education, NJ Department of Education, June 2020

Implementation of Considerations:

The Denville Township School District anticipates incurring a minimum of \$150,000 in expenses related to the COVID-19 pandemic. Throughout the year, individual budget line items will be analyzed to determine if funds are available for transfer.

Costs and Contracting

The district will participate in the federal E-rate program. The Road Back: Restart and Recovery Plan for Education, NJ Department of Education, June 2020

Implementation of Considerations:

The Denville Township School District participates in the federal E-Rate program for its internet broadband contract. The E-rate program offers approximately 40% discount on internet access costs.



Appendix H: Parent Survey

Mandatory Parent Survey: Reopening of Schools Due August 10, 2020.

For planning purposes we need accurate information from families. Please review our reopening school plan summary and then answer the questions accordingly. Please note- due to personnel and scheduling issues there will be a delay (Approximately 10 school days) in rescheduling students if parents decide to change their decision. Access to student schedules and teacher assignments on Genesis will not be available prior to completion of this survey.

Parent/Guardian Name

Parent/Guardian email address

Parent/guardian phone number

Student Name

Student School

Student grade

Does your child receive any of these services?

- Special Education through an Individualized Education Plan (IEP)
- Speech, OT or PT
- Support Services- Basic Skills, Reading Intervention, Etc.

After reviewing the district's reopen plan, will your son/daughter attend in person instruction or do you opt for a fully virtual program for September 2020? Please note- due to personnel and scheduling issues there will be a delay (approximately 10 school days) in rescheduling students if parents decide to change their decision.

- In-person
- Fully Virtual

Please let us know if you need assistance with technology for the virtual learning component of the plan. Check all that apply.

- We do not need technology assistance at home
- We need help with connectivity (internet)
- We need help with devices



When classes resume in Fall of 2020, would you be able and willing to transport your child to and from school each day?

Is there any additional information you wish to provide us with at this time?



Appendix I: Resources

Denville Public Schools Reopening Schools Resources

[CDC Website- Importance of reopening schools:](#)

[CDC Website Guidance for Schools](#)

[CDC Website on Screening For Schools](#)

[NJ Department of Education the Road Back](#)

[NJ Department of Education Resources for Schools](#)

[August 13, 2020 NJDOH Guidance for Schools](#)

[NJ Department of Health COVID Information](#)

[American Academy of Pediatrics- safely reopening schools](#)

[NJDOE FAQ's for Reopening Schools](#)

[Denville COVID-Reopen Schools Website](#)

[NJDOE Road Back](#)

Appendix J: Facility Sanitizing Plan



Plan & Procedures for Cleaning and Disinfecting Schools – COVID-19

The purpose of this plan is to implement measures to assist all Board of Education facilities employees with the proper cleaning and disinfecting practices during COVID-19.

This manual is designed to achieve three (3) goals:

Follow the law and board policy #1648 Restart and Recovery Plan (M),
Promote efficiency using protocol/procedures for facilities cleaning practices and;
Promote and maintain a safe and healthy environment for staff, students, and community members.

- Cleaning and Disinfecting Protocols
- Perform thorough cleaning in high traffic areas on a daily basis:
- Entrance and exits; classrooms; copier machine rooms; teacher’s lounge; restrooms; locker rooms; etc.
- Frequently disinfect commonly used surfaces and personal work areas:
- Tables, doorknobs, light switches, desks, keyboards, computers, sinks, faucets, etc.
- Clean and sanitize shared equipment (computers, phones, etc.) between use utilizing one or more of the following methods: Electrostatic Applicator Machine that sprays a mist of disinfectant, wipes, or spray cleaner.
- Frequently clean touchable surfaces:
 - Light switches, doorknobs, countertops, sinks, faucets, toilets, etc.
 - Provide sanitation products in the common area, including hand sanitizer and sanitizing wipes and ensure availability at all times in each school building.
 - Ensure that sanitary & cleaning supply inventory is stocked at all times.
 - Record cleaning frequency (log sheet) for high traffic areas (bathrooms, offices, classrooms, door knobs, etc.).
 - Areas that have been unoccupied for 7 days or more will only need routine cleaning.
 - Inspections will be conducted daily by head-custodians or facility manager to ensure that each designated area is being cleaned and maintained per these procedures.

Employee Training and other Protocols:



- The District has provided training to the custodial & maintenance staff on how to clean and disinfect properly to help prevent the spread of COVID-19.

Other Measures:

- All custodial staff have been provided with cloth and disposable face coverings.
- Hand sanitizer dispensers are installed throughout each school building.
- Electrostatic Applicator Machines that sprays a mist of disinfectant (BruTabs) on all surfaces were purchased and are in use.
- Disinfecting wipes are being placed near shared office machines to wipe the machine down prior to or after usage.
- Air purifier machines were purchased for nurses' offices, classrooms, and rooms without windows.
- Signage will be posted regarding safety behavior and physical-distancing protocols at each school building.
- Mandatory staff self-screening at home, including temperature and or symptom checks using CDC guidelines.
- The District promotes the importance of hand washing and physical distancing.

Custodial Schedules:

Lakeview Elementary School

Head-custodian	6am – 2pm
Custodian 1:	10am - 6pm
Custodian 2:	3pm - 11pm
Custodian 3:	3pm - 11pm
Custodian 4:	3pm - 11pm

Riverview Elementary School

Head-custodian	6am – 2pm
Custodian 1:	11am - 7pm
Custodian 2:	3pm - 11pm
Custodian 3:	6pm - 11pm



Riverview Elementary School Annex

Custodian 1: 7am - 3pm

Custodian 2: 3pm - 8pm

Valleyview Middle School

Head-custodian 5:30am – 1:30pm

Custodian 1: 11am - 7pm

Custodian 2: 3pm - 11pm

Custodian 3: 3pm - 11pm

Maintenance Schedule

Maintenance 1: 6am - 2pm

Maintenance/Mechanic 2: 6am - 2pm



1648 - RESTART AND RECOVERY PLAN (M)

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

a. If the school district is providing transportation services on a district-owned school bus, but is unable to maintain social distancing, a face covering must be worn upon entering the school bus by all students who are able to do so in accordance with A.2.c. below.

1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.

c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.



d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See District Reopening Plan]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.

1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.

2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

3) Results must be documented when signs/symptoms of COVID-19 are observed.

4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.

5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.

6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.



1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.

c. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.

d. Exceptions to the Requirement for Face Coverings

1) Doing so would inhibit the individual's health.

2) The individual is in extreme heat outdoors.

3) The individual is in water.

4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.

5) The student is under the age of two and could risk suffocation.

[See District Reopening Plan]

3. Facilities Cleaning Practices

a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.



b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See District Reopening Plan]

4. Wraparound Supports

a. Mental Health Supports

The school district's approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students' mental health.

[See District Reopening Plan]

5. Contact Tracing

a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.

b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.

c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.

d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.



e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See District Reopening Plan]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.

b. The school district’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.

c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

1) Special Education and English Language Learners (ELL)

a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.

b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See District Reopening Plan]

2) Staffing

a) The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities



Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.

b) As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See District Reopening Plan]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq. 3

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities



a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

1) Professional Learning

a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

2) Mentoring and Induction

a) The school district shall ensure:

i. All novice provisional teachers new to the district be provided induction;

ii. One-to-one mentoring is provided to novice provisional teachers by qualified mentors;

iii. Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;

iv. Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and

v. The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

3) Evaluation



a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

a. The school district shall implement innovative learning models for new learning environments regarding CTE.

b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.

c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

Adopted: August 24, 2020

Appendix L: Orientation Programs

Lakeview Kindergarten Orientation

August 31, 2020

We will have two sessions of kindergarten orientation, 11:00 and 1:00. One parent/adult per child will be invited to attend. Parents, students and staff will wear masks.



Arrival

Students

- Parents will drop off on gated Kindergarten playground to Teacher
- Students will wear name tags that were mailed out prior to orientation

Parents

- Will drop off student on Kindergarten playground
- Will enter building through front door into All Purpose Room
- One parent per student is allowed
- Chairs will be six feet apart
- Doors will be marked entrance and exit

Screening

- Parents will complete the health screening form the morning of the orientation that was mailed out prior to orientation.
- The form will be completed for both parent and child.
- Parents will bring the form to the orientation completed.
- Parents and students will be visually screened as they enter the building/classroom.
- Staff will complete the staff health screening form and will be visually screened as they enter the building.

First Session - 11:00

Room #	Enter the building	# of students in each cohort
A01	Playground door directly into A01	Max 10
A02	Playground door directly into	Max 10



	A02	
A03	Playground door directly into A03	Max 10
C05	Playground to door by Health Office or door by Computer Lab	Max 10
C06	Playground to door by Health Office or door by Computer Lab	Max 10
A08	Playground door A04 to access the building	Max 10

After becoming acquainted with their teacher, peers and classroom, the students will take a short bus ride. Students will wear masks.

Parents will be welcomed to the school, receive an overview of the program, procedures and curriculum. Parents will exit the All Purpose Room to the playground and pick up their students there.

A Question and Answer area will be set up on the playground.

The All Purpose Room, kindergarten rooms and buses will be cleaned and disinfected before the second session at 1:00.

Same arrival procedure will be followed as in Session One.

Second Session - 1:00

Room #	Enter the building	# of students in each cohort



A01	Playground door directly into A01	Max 10
A02	Playground door directly into A02	Max 10
A03	Playground door directly into A03	Max 10
C05	Playground to door by Health Office or door by Computer Lab	Max 10
C06	Playground to door by Health Office or door by Computer Lab	Max 10

Riverview Elementary School
 Kindergarten & New Student Orientation 2020-21

Overview & Schedule

We are going to hold our Kindergarten & New Student Orientation in person on September 1, 2020, for those who would like to attend. For those who do not attend, it will be recorded and posted on our website for families to view and gain all of the information. A letter will be sent home detailing the information for the orientation, with clear protocol for safety written within. A screening form will be included with this letter to be filled out prior to attending the orientation. (Name tags will also be sent.) We will hold the orientation for two classes at a time. Please see below for those times:

10:30-11:30

Staff (10 Max) rotate show classroom/procedures, tour, bus trip

Staff (10 Max) rotate show classroom/ procedures, tour, bus trip

*Backpack sanitation in between sessions

12:30-1:30 pm

Staff (10 max) rotate show classroom/procedures, tour, bus trip

Staff (10 max) rotate show classroom/procedures, tour, bus trip

*Backpack sanitation in between sessions

2:30-3:30 pm



New students: 9 students w/ Staff

Arrival & Screening

One adult may accompany the student to this orientation

Families will arrive promptly at the designated time

When entering, all parents/students will abide by social distancing protocol and ensure that they are wearing masks-two entrances one at main door and one by minibus area

On the morning of the orientation, parents will take their child's temperature, as well as their own and fill out the screening form that has been sent with the invitation. They bring this form with them and will need it to enter the building. At that time, a visual screening will be done by nurse and/or administration.

Families will enter through the two front entrances to give form and be screened. Then, they will be directed to the All Purpose Room, where seating will be 6 feet apart. They will exit From APR and Gym doors

Schedule

10:30/12:30/2:30 - Administration will do their presentation with information about the school year

Students will be separated into groups to visit their new classroom and take a bus tour. (Then, the groups will switch.)

Half of class will be in the classroom/Other half will go on bus tour to allow for social distancing Students will need to put their masks on when leaving the All Purpose Room and when walking through the building/while on bus tour

They will be able to take their masks off when in their classroom, as teachers will designate areas for students within the room

11:15/1:15/3:15 - Students will be brought to the playground area. All families will exit through the APR exit, once again, following social distancing protocol to ensure everyone's safety.

All parents/students will wear masks when exiting the building

Riverview Elementary School

Riverview Annex Open House 2020-21



Virtual Tour of Annex showing entrance and classrooms
Available for all parents and students to view

Valleyview Open House
August 27, 2020

We will have three sessions of our Open House broken into groups based on the first letter of the student's last name. The groups and times will be A-F 9:00-9:45, G-O 11:00-11:45, and P-Z 1:00-1:45. Students and staff will wear masks.

Arrival

Students

Will be drop off in the parking lot of Valleyview.

Parents

Will drop their student off at Valleyview.

Will have the option to stay in their car (preferred) or return at the end of the Open House.

Screening

Parents will complete a screening form for their students prior to the Open House.

Students will be visually screened as they enter the building.

Open House

The students will be placed in groups prior to the open house. Once they arrive in the building they will be shown around the building by a staff member. This will allow the students to become better acquainted with where their classrooms are located as well as the overall make-up of the school building.

New Student Orientation

Any new student not in 6th grade will have the opportunity to get a tour of the building. These will be set-up at a different time. The student will wear a mask.



Appendix M: Policies and Regulations.

[Click here for the link to the Denville Public Schools Policies and Regulations.](#)

Revised for reopening schools plan: August 24, 2020



1648 RESTART AND RECOVERY PLAN

P & R 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

P & R 3321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS

R 2531 USE OF COPYRIGHTED MATERIALS

[Other information can be found here on the Technology Department website.](#)

Appendix N: Addendum to FAQ Released August 19, 2020

Updated FAQ Sheet August 19, 2020

Q: What steps have been taken to provide air circulation in the schools?

A: The district has a plan to replace filters and ensure that all HVAC equipment is



functioning properly. Over the past five years, the district has been upgrading, replacing and repairing the HVAC systems in the school district. All room unit filters are changed by district staff twice per year (summer and winter). All rooftop unit filters will be fitted with new Merv 13 filters. All windows are operational in the classrooms and the few classrooms that do not have windows, have air conditioning with new filters.

Q: Will students be permitted to remove their masks while in school? The FAQ dated July 31, 2020 noted that mask breaks would be provided when possible.

A: On August 3, 2020, Governor Murphy announced that all children will be required to wear masks while in school and that mask breaks may not be allowed. The district will work with the Denville Department of Health to provide for time outside when students can take a short mask break while maintaining social distancing. Students are also permitted to remove or lower their masks while drinking or eating their snack.

Q: Can I change my decision from the survey from in-person to virtual?

A: Yes, please contact your child's principal by August 25, 2020.

Q: Can I change my decision from the survey from virtual to in-person?

A: Yes, after an approximate wait time of 10 **school** days. Please contact your child's principal.

Q: How will the parents ensure that students are not experiencing symptoms of COVID?

A: Parents must monitor students in the morning before sending students to school. If students are displaying sickness or have a fever, they must stay home. [Link to Department of Health Summary Document prepared by the district Head Nurse.](#)

Q: I am planning a trip out of state, will I be required to quarantine for 14 days?

A: If you are traveling to one of the states that has a required quarantine. [See this letter for more information.](#)

Q: Will my Valleyview student be permitted to walk to town after the daily early dismissal schedule?

A: No, all students will take the bus or get picked up at dismissal time. (Contact Mr. Korman with any special circumstances even if you already noted it in the survey.)

Q: What is the expected **average** class size in the schools?

A: Riverview: 12-14 students

Lakeview: 13-14 students



Valleyview: 13-14 students

Q: From the survey, what is the breakdown of in-person and 100% virtual?

A: Approximately 70% of the students will be in-person and 30% will be 100% virtual.

Q: What is the average number of students on the buses?

A: At this point we are working to keep the capacity to 50% on the buses.

Q: Will the windows on the bus remain open to bring in fresh air?

A: Yes, the windows and roof hatches will be opened to allow the air to circulate on the buses. (The extent of which will depend on weather conditions)

Q: How will the buses be loaded?

A: Buses will be loaded back to front and unloaded front to back to the greatest extent possible.

Q: Will the District send students home if they display COVID symptoms?

A: The school nurse will contact parents.

Appendix O Parent Question and Answer from August 24, 2020 Board of Education Meeting

Denville BOE Q and A August 24, 2020

Lakeview



Is there any further information on Kindergarten Orientation scheduled for 8/31? **Yes, a mailing went out on Friday, August 21st.** Any further information regarding student drop off/pick up? **Information will be sent in the coming days.**

Riverview and Riverview Annex

Is the virtual learning going to be held live for the students enrolled in full virtual? **The majority of the instruction in the morning from 8:40-12:40 will be live with some independent work as well.** When will be getting more information on students class placement and the schedule for full virtual students? **On August 28th parents will be able to see on parent portal their virtual teacher. The beginning days they will receive a more detailed schedule.**

Lakeview

Are the kids allowed to wear shields? **According to the Department of Health- face shields are not permitted in place of face masks.**

Lakeview

Will the kids who are starting the school year 100% virtually be assigned a classroom together with a full time virtual teacher? **Yes**

In reference to Lakeview and the last update, the board estimated the in person classroom sizes to be 13-14 students. **Correct**

Lakeview

As of August 22, many elementary through high schools across the country have attempted in-person learning within their schools and have abruptly shut down because of growing Covid-19 outbreaks within their classes or sports and extracurricular activities. What is Lakeview doing different than these schools to not go down the same path? **The Denville School District is working closely with the Department of Health, Department of Education as well as our school physician to create a plan that is as safe as possible. See this link for information**

<http://www.denville.org/cms/One.aspx?portalId=81962&pageId=27298588>

Riverview and Riverview Annex

1. Are there enough virtual first grade students for a dedicated virtual teacher/class? **Yes**
2. If a dedicated virtual class is established will the instructor be teaching from the school to utilize the technology available or from their home? **This will be decided on a case by case basis.**



3. If from their home what is the school district doing to ensure the appropriate/equivalent technology is in place at the teachers home? **Our technology team will work with staff members to provide the appropriate technology.**
4. When will we find out who our teacher will be? **Information will be available on the parent portal on August 28 if parents fill out all opening day forms**
5. Are there any known or potential staff shortage issues due to teachers giving notice or teachers unions communicating planned strikes/walk-outs? **Not at this time**
6. If a state decision is made at any time leading up to the first day or anytime after the school year starts to close schools for in person learning and go back to virtual learning do you have the technology bandwidth to accommodate that for all students? **yes**

Lakeview

Are there enough 5th gr students to do a virtual class? **Yes**

And if we begin virtually and see that the threat of the virus is subsiding, can we "change our minds" and allow our child to attend in person? **Yes - see this link for more information**

<http://www.denville.org/cms/One.aspx?portalId=81962&pageId=27298588>

Lakeview

Will the virtual/in person idea be re-visited every month? **Everything will be revisited as needed.**

Lakeview

Are vaccine exemptions still accepted? 64 Peer Place Denville, NJ Valleyview

Are vaccine exemptions still acceptable? **Information on vaccines**

https://nj.gov/health/cd/documents/imm_requirements/vaccine_ga.pdf

Religious and medical exemptions are still accepted with documentation.

Valleyview

How will parents be notified when a student or staff member tests positive for Coronavirus? **Information on notification and positive tests**

http://www.denville.org/UserFiles/Servers/Server_81878/File/District/COVID19/NJDOH%20Aug%2013%20COVID%20Notice%20Summary.pdf

Will there be a community wide notification of all current cases (protecting individual privacy) providing numbers **The DOH determines when the community is notified.**

Riverview and Riverview Annex

Do we still have enough teachers to have in-person learning? **As of August 24- yes**



If there is a lack available to teachers to teach in person classes, will we be able to reassign aides that are currently certified to teach in their place to fill vacancies? **We are utilizing all available staff members.**

Riverview and Riverview Annex

How would the decision to close school be made? **The Department of Health and Department of Education will guide us if there is a need.**

Valleyview

How will testing be done in a fair way for both in school students and those that choose all virtual?

Will testing be eliminated?

As virtual students would have the chance to have adult help, or books/notes To look at. **At this time we do not have information about NJSLA in the spring, but course tests and quizzes will still be administered. We have contracted with a new assessment company for more secure digital testing. Some assessments have been modified to allow for use of notes for all students. Other measures of understanding besides tests will also be utilized.**

Lakeview

Is it possible to modify the reopening plan so that some of the mandated social distancing can be implemented? **The plan at this point is for all students who opt for in-person learning to attend school for four hours in the AM and work virtually in the PM. We are providing as much distance as possible in the classrooms as well as on buses and in hallways.**

Transportation

1. If I chose to have my child take the bus home, Can a 3rd grader get off the bus alone and walk home?

Yes

If he's the only child in our neighborhood attending school, can the bus drop off/pick up at our house?

No, transportation routes must maintain consistency with pick-up/drop off to accommodate new students.

2. Are drop off and pick up times Staggered? Or will I have to wait in a long line of cars to pick Up my child? **Information regarding drop off and pick up will be provided by each school in the coming days.**



3. Can someone else pick up or take my child or does it have to be the same parent or can a family member or neighbor drive/pick up? **Please work directly with the school on issues like this. Contact the school office.**

Riverview and Riverview Annex

For the people who elected in-person, What will the morning schedule look like? **8:40-12:40 live instruction (ELA and Math) PM starting at 1:27 rotating specials, science, social studies and small group**

What will the afternoon virtual schedule look like? As a working parent, I need to know what to expect due afternoons. **There will be some specials and some small group instruction as needed.**

Health Services

What is a child is sick — e.g. fever and cough. Do they have to go to the dr and have a Dr's note on whether it is COVID or not? do they have to be symptom free for 72 hours before returning to school? Will they be able to continue with school work from home while sick?

Individuals should be sent home and referred to a healthcare provider for evaluation on whether testing is needed. Testing for COVID-19 is recommended for persons with COVID-19 symptoms. If COVID-19 risk is low (or COVID-19 Regional Risk Matrix, green), ill individuals without potential exposure to COVID-19 should follow the NJDOH School Exclusion List. No public health notification is needed UNLESS there is an unusual increase in the number of persons who are ill (over normal levels), which might indicate an outbreak.

If ill students have potential COVID-19 exposure OR if COVID-19 risk is moderate or high (COVID-19 Regional Risk Matrix, yellow or orange), they should be excluded according to the COVID-19 Exclusion Criteria.

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

Valleyview

Will kids attending Valleyview be required to bring a pack of disinfecting wipes so they can wipe down their desk and chair when they change classes? **Students may bring wipes if they prefer but the district will provide wipes for desks.**

Valleyview

Since they will not be using lockers, will kids take their backpacks with them from class to class? **Yes, students will be allowed to carry bags this year.**

Riverview and Riverview Annex



What is the plan to notify parents of positive Covid cases in the district (particularly in school students) and what is the threshold to move to all virtual schooling? **This link has the information**
http://www.denville.org/UserFiles/Servers/Server_81878/File/District/COVID19/NJDOH%20Aug%2013%20COVID%20Notice%20Summary.pdf

Valleyview

Will there be a virtual tour for incoming 6th graders who chose to start 100% virtual? **We will be recording the open house on Aug. 27th and posting it to our website.**

Also, when will additional, specific information be provided for virtual students along with a schedule? **We expect students that are virtual to follow their given schedule. All students are expected to be online for the virtual portion of the day in the afternoon. More information will also be sent in the coming weeks.**

Valleyview

My kids are new to the school district and starting 6th Gr with the hybrid schedule at Valleyview. How and when do we find out about their class schedules, bus schedules and how to access the virtual part of the tuition schedule? **Schedules will be released for students through the Genesis Parent Portal on Wednesday, Aug. 26th by 3pm.**

I can't find this info on the Genesis portal and have not received any communication from the school as yet. **This information was sent part of the Open House letter.**

Riverview and Riverview Annex

Can teachers of fully virtual students photocopy worksheets a week in advance for pickup for families who do not have access to printers? **Teachers will provide students with workbooks and some materials but will be unable to send weekly worksheets to students. Many of the assignments will be through Google Classrooms in which students can share with the students and printers will not be necessary.**

Lakeview

How can we be sure that families that go on vacation during Labor Day are going to quarantine for two weeks before sending their children to school. I know a lot of families that are going away and will not have a two week quarantine. Before sending their children to school. **This letter was sent to all families, posted online and in social media for the better part of August.**

http://www.denville.org/UserFiles/Servers/Server_81878/File/District/COVID19/Reopening/Parent%20Letter%2014%20Day%20Quarantine%20aug%209.pdf



Valleyview

If kids that live across town ie in my area being ready for virtual afternoon classes at 12:30 will be an extreme rush to get home (either bus or parent driving) and have lunch before class starts. The kids won't have a minute to breathe. Is there flexibility in the start time for these kids ? **Yes the staff will be flexible.**

Other

When will we get a complete layout of what our remote learning platform will look like . Our experience with VV last year was wonderful. **At Valleyview the expectation will be that students who are fully virtual and for the virtual portion of the afternoon will follow their assigned schedule.**

Transportation

Are there any other plans to help deal with the additional congestion at dropoff and pickup for the extra patents driving their kids to school? **The building and district administration has been working closely with the Denville Police Department Traffic Bureau to allow for the best drop-off possible. Given the fact that many more parents will be dropping off children at school this year we do expect there to be more congestion than usual.**

Technology

For those of us doing virtual learning who requested to borrow school chrome books , when will we be able to pick them up? **You will receive more information from your child's school this week for pick up information.**

Lakeview

Duke University recently published a study on the effectiveness of facemasks. Several facemasks failed to prevent the transmission of droplets and some are determined to advance the spread of Covid. Gators are considered to be worse than not wearing a mask at all. Does the school intend to provide a list of masks that are acceptable and effective? **Our district follows the guidance of the NJDOE and NJDOH - this document provides pictures of what is acceptable.**

http://www.denville.org/UserFiles/Servers/Server_81878/File/District/COVID19/Reopening/2020-21%20Denville%20Reopen%20Plan%20Summary.pdf

Lakeview

What is the percentage, by grade, that will be in person verse virtual? **Approximately 70% in person and 30%**

Lakeview



How does the school intend to handle fever related illnesses that deliver identical symptoms to Covid like the flu, pneumonia, bronchitis and viruses etc. Will the school require Covid testing for every single case a fever?

-Individuals should be sent home and referred to a healthcare provider for evaluation on whether testing is needed. Testing for COVID-19 is recommended for persons with COVID-19 symptoms.

-Parents should not send students to school when sick.

CDC recommends that students and staff with the following symptoms be promptly isolated from others and excluded from school:

- At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, eye redness/drainage or runny nose; OR**
- At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.**

Curriculum

Are there enough students who selected all virtual learning, to have a virtual teacher/class for each grade?

Yes

Will students from both RV and LV be in the same virtual class? **In some cases yes**

Other

What is the average in person class size for elementary and middle school? **In the 13-14 range**

Riverview and Riverview Annex

Is there a plan in place for transitioning virtual students back into the classroom if parents choose to opt out of remote instruction? If so, can you provide details? Thank you. **We will require 10 school days or more to make changes and accommodations.**

Valleyview

Denville has had some challenges in the past having a sufficient number of substitute teachers. Is there a contingency plan for a large portion or our teachers being sick or utilizing long term FMLA leave? **We are working with temporary agencies as well as working to hire long-term permanent substitutes.**



Valleyview

Why was the decision made to open school at 100% capacity? This is a major outlier in comparison to other schools in our area.

There are several districts doing the same plan. The committee felt it was the best plan for our district.

Transportation

Is Valleyview going to open? If not when will we be notified? Bus info? Teacher info? Childs schedule?

Yes information will be sent in the parent portal August 26

Valleyview

How do you intend to limit the spread of germs and student contact with students changing classes and being exposed to different students and classrooms due to leveling in math and ELA particularly without the use of cohorts? **We will be providing wipes in all classrooms. We will ask for the students assistance to clean their desks when they enter the classroom.**

Riverview and Riverview Annex

What is the maximum amount of students that would be allowed in a virtual class? Once max is reached how will students who want to switch to virtual learning be placed? **There is not a maximum.**

Valleyview

Will the afternoon classes be live stream everyday? **The expectation is that the students will be logging on during their assigned class time as this is still part of the school day.**

Curriculum

When the virtual program was implemented last school year, I as a parent struggled to understand the needs of my children's academic progression at home. While I understood what the kids should be learning based on the weekly assignments, I did not have a full picture on what the benchmarks were for development throughout the year and by the end of each marking period. It would be helpful as a parent at home supplementing in class learning, to know what the kids are expected to know/accomplish by the end of each marking period. Having a curriculum outline accessible for the parents with a timeline for what the district standards for each grade are would be very helpful. Is this something Denville could provide parents with? **Yes our curriculum guides are posted on this website.**

<http://www.denville.org/cms/One.aspx?portalId=81962&pageId=165546>

Valleyview



Is there an onsite or other "aftercare" available at VV for afternoon virtual learning for children that attend class "in-person"? **Yes go to this website for information.**

<http://www.denville.org/cms/One.aspx?portalId=81962&pageId=165490>

Valleyview

With the anticipated larger numbers of students being driven to/from school, how are the logistics of that process going to work? **We had a meeting earlier this summer with Sargent Jackson of the Denville PD. We will still use Muriel Hepner Park for student drop off. After the public safety worker crosses the students, they will then enter the building through Lower B. We will have staff outside the first few days to assist with this.**

Valleyview

In regards to passing time between classes at Valleyview, what is the specific plan to insure and maintain social distancing in the hallways? It is my understanding that many schools that are set up in a "square" formation are able to institute one way hallway use. Valleyview does not have this configuration. How will passing time specifically work? **We will stagger dismissal times at the end of each class period by grade level to assist with this. We have placed tape, arrows, and signs in the hallway to remind students to stay to the right and keep their distance.**

Valleyview

What is the exact procedure to socially distance during entry and exit for dismissal? How will drop off work with the increase in cars for those driving students? Will extra time be allotted? **We had a meeting earlier this summer with Sargent Jackson of the Denville PD. We will still use Muriel Hepner Park for student drop off. After the public safety worker crosses the students, they will then enter the building through Lower B. We will have staff outside the first few days to assist with this. Students will begin entering the building at 7:20.**

Health Services

If a student does not submit at home COVID check, what is the procedure upon arrival to school? **The students will be flagged when attendance is done and sent to the health office. At that time, the parent will be called to submit the form in Genesis and student assessed for symptoms.**

Riverview and Riverview Annex

Can we record live classes for full virtual students? **Recording of classes is only permitted by the teacher.**



Regarding the filtration system, are you using MERV 13 filters or something else?
rooftop units will be outfitted with Merv 13 filters prior to the opening of school.

Yes all

Valleyview

What is the specific schedule for those who are opting for 100% virtual as well as a plan for if/when we have to go all virtual. Does this apply if a student begins as an in person learner and then opts to a virtual learning model? What will the schedule look like? Will class be held at it's scheduled in person time and will attendance to that time frame be mandatory? Will the academic rigor be maintained virtually as well as grading expectations and work expectations? Will the afternoon virtual classes be with the same expectation or will they be able to be completed entirely at the family discretion of timing? **The expectation is that a student who has decided to go 100% virtual is that they will follow their daily schedule. If the district has to go 100% virtual the plan will be shared at that time. The current afternoon scheduled virtual classes are still part of the school day and the expectation is that the students log onto the assigned meet with the understanding that we may have to be flexible for some.**

Facilities and Grounds

How can a parent be assured that our current HVAC system can support the new CDC minimum requirements to maintain air movement, filtration, and quality? Can parents have access to the data of the existing systems at all buildings? **Our HVAC system has the recommended filters for the units. All units that can handle Merv 13 filters will have them installed by our vendor prior to the opening of school. Any documents that we currently have can be requested.**

Facilities and Grounds

In regards to maintaining social distancing requirements, are parents going to be provided with the maximum number of students allowed in each educational space in all buildings based on available square footage? **We are working to provide as much distance as possible for students. We expect to be able to provide 6 feet in most classrooms.**



**Denville Township Schools
Health Office Guidelines and Suggestions**

PLEASE READ AND KEEP FOR REFERENCE

A good education requires that our children have regular attendance with few absences. There are some occasions, however, when children need to stay home. These guidelines are designed to protect the health of all children in our schools.

1. Parents should monitor their children every morning for symptoms of Covid-19 (see below checklist of symptoms), in addition report any of the following situations to the health office immediately for possible contract tracing.

- Student reports or has been notified of being in close contact with a positive Covid-19 case.
- Confirmed non-Covid viral infectious disease- ie influenza or rhinovirus
- Contagious infections requiring antibiotics- ie. strep throat or pink eye.
- Undiagnosed, new, and /or untreated skin rash or condition.

2. Parents should not send students to school when sick. CDC recommends that students and staff with the following symptoms be promptly isolated from others and **excluded from school: Consult your physician to determine if your child should be tested for COVID-19**

• At least **two** of the following symptoms: Do Not Send Your Child To School

<input type="checkbox"/> fever (measure or subjective)	<input type="checkbox"/> nausea or vomiting
<input type="checkbox"/> chills	<input type="checkbox"/> diarrhea
<input type="checkbox"/> rigors (shivers)	<input type="checkbox"/> fatigue
<input type="checkbox"/> myalgia (muscle aches)	<input type="checkbox"/> congestion
<input type="checkbox"/> headache	<input type="checkbox"/> eye redness/drainage
<input type="checkbox"/> sore throat	<input type="checkbox"/> runny nose

OR

• At least **one** of the following symptoms: Do Not Send Your Child To School



<input type="checkbox"/> cough	<input type="checkbox"/> new olfactory disorder
<input type="checkbox"/> shortness of breath	<input type="checkbox"/> new taste disorder
<input type="checkbox"/> difficulty breathing	

When can my child return to school if the symptoms are not due to COVID-19?

• **Students should remain at home until 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.**

3. Individuals who have symptoms of COVID-19 AND have tested positive (by PCR, rapid molecular or antigen testing) **OR** have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until:

- At least 10 days have passed since their symptoms first appeared AND
- They have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever) AND
- Symptoms have improved (e.g. cough, shortness of breath)

A. Individuals who have **NO** symptoms and have tested positive should stay home and away from others until:

- 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.

B. Individuals who have symptoms and have tested negative should stay home and away from others until:

- **24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.**

C. Individuals who are identified as a close contact of a confirmed case should:

- Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the confirmed case, even if contact tested negative.

4. If a child **vomits** during the night, please do not send him/her to school that day. If your child vomits in school, we will call you for pick up rather than sending him or her home on the bus. (see #2)

5. If a child has been diagnosed with **Strep throat**, state law requires that he/she must be on medication a full 24 hours before returning to school.



6. **Chicken Pox** requires absence from school while pustules are still forming; the student **MUST** remain at home until ALL scabs are dry. Please contact your School Nurse prior to your child's return to school.
7. It is **VERY** important that the School Nurse be notified if **head lice or nits** are found in your child's hair.
8. If a child needs to be excused from physical education class, a **WRITTEN NOTE** from the parent is **REQUIRED**. *To be excused for more than 2 days, a doctor's note is required.* A doctor's note is also required for a student to resume participation in physical education classes and sports after an extensive illness, surgery or severe injury.
9. Please notify your School Nurse and transportation department if your child is using crutches in school. Any student riding a school bus must be able to bear weight and evacuate quickly in the event of an emergency. An MD note stating that your child can bear weight and evacuate safely is required in order for a student to ride the bus with crutches.
10. Students requiring **medication** at school must have a **written order from the pupil's private physician and the parent/guardian's written request for its administration**.
. Medication must be delivered to the school nurse by the pupil's parent, guardian or designee in the original container labeled by the pharmacy or physician in the case of a prescribed medication, or the manufacturer's label in the case of an over the counter medication. Written orders signed by the pupil's private physician must state the name of the medication, the purpose of its administration and its proper timing and dosage.
11. Please notify your School Nurse any time that your child develops a communicable disease, such as Strep or Fifth Disease, or sustains an injury requiring medical attention, even outside school activities. Your child's school health record is often the most complete record available for college applications, etc. It is only as complete as the information received!

9/4/20



Visual Scanning of Students Upon Arrival at School

Upon arrival at school, a visual inspection should be done of each student.

1. They must be wearing an approved face covering (below). If they do not have one of their own, provide them with one of the stock surgical masks.
2. Red flag symptoms to look for that may need further evaluation by the nurse:
 - Flushed face (possible fever) may be difficult to see with a mask.
 - Appears to have cold symptoms
 - Coughing
 - Pale or bluish skin
 - Sneezing
 - Congestion
 - Lethargy
 - Complaints of not feeling well
 - Complaints of nausea and or vomiting
 - Eye redness/drainage
 - Skin rash
 - Redness/swelling of hands and feet
3. If a student presents with any signs/symptoms must be sent to the health office and wait for the nurses for further evaluation.





Appendix R Genesis Parent Portal Daily Screening Tool

Genesis Parent Portal Daily Screening Tool

1. In the last 14 days has your child or anyone in your household come in contact with anyone who is either confirmed or suspected of being infected with COVID-19, including anyone who is experiencing or displaying any symptoms of COVID-19 (fever of 100.4 or higher, cough, shortness of breath and/or difficulty breathing, loss of smell and/or taste, fatigue, muscle aches, chills, shaking, persistent headache or any other symptoms of illness?
2. Has your child or anyone in your household visited a foreign country or state identified in the Governor's 14- day quarantine travel advisory? [Click here for list.](#)
3. Has your child or or anyone in your household currently, or within the last 14 days experienced or displayed elevated temperature or fever of 100.4 or higher, cough, shortness of breath, and/or difficulty breathing, loss of smell and/or taste, fatigue, muscle aches, chills, shaking, persistent headaches, any other symptoms of illness?

Important - if you answered yes to any of these questions. Please keep your child home and the school nurse will contact you to discuss further.

Type name to certify: _____



Appendix S Face Covering Information

Important information on face coverings: [click here for the CDC website](#)

Acceptable Face Coverings- must be worn portal to portal



This type of vented mask should not be worn





Appendix T School Drop Off and Pick Up Procedures

[Click here for information on drop off and pick up for all three schools.](#)