

**Summit Public Schools  
Reopening Plan  
2020-2021**



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# **WELCOME LETTER FROM ACTING SUPERINTENDENT**

Dear Summit Public Schools Community,

I hope you and your loved ones are healthy, safe, and enjoying your summer. It is with great pride, appreciation, and excitement that we share this handbook with you in an effort to provide a detailed layout of the policies, protocols, and procedures for the 2020-2021 school year.

The journey of creating plans for reopening our schools has been an experience none of us could have possibly imagined. During this time of year, parents are usually getting ready to buy back-to-school supplies for students, teachers are using their imaginations and creativity to set up their classrooms, and administrators are eagerly planning the exciting events that we all look forward to in September. In these unusual times, we are now getting used to wearing masks, practicing social distancing with others, and truly experiencing some level of fear in the uncertainty of this pandemic. While things may look or feel different, the District's commitment to our students has remained a constant. Every decision on every level of planning has been focused on the overall health, safety, and well-being of our students and staff members. I am confident in the collaborative process used to create this reopening plan, and comforted by the ways in which we have balanced health and safety with what is academically, behaviorally, socially, and emotionally best for our Summit students.

This plan includes the extreme dedication, commitment, and diligence of our staff members from every level, our Board of Education, our community partners, and our parents/guardians. I could not be more impressed by the 150 plus staff members who jumped at the opportunity to represent their school community and ensured that we had the most well-rounded plan possible, albeit during their summer break. This took a tremendous amount of time, effort, and collaboration, and I thank each and every one of the committee members for their hard work and support.

What does it mean to be a Hilltopper? It means we are used to the climb. We know what it is like to confront challenges, obstacles, and uphill battles. More importantly, we know how to persevere, generate strength, and leverage teamwork to conquer whatever challenges are in our way. I am very proud to be a Hilltopper and of all that we have accomplished as a unified district. I look forward to seeing you all in the fall.

Sincerely,

Robert Gardella  
Acting Superintendent

# **LETTER FROM BOARD OF EDUCATION**

## **PRESIDENT**

Dear Summit Public Schools Community,

I respectfully submit to you, on behalf of the Board of Education and in partnership with the Summit school district, the Summit Public School District Handbook for the 2020-2021 school year.

In doing so, the Board and I echo Acting Superintendent Gardella's appreciation to the many educators who spent countless hours creating these plans, and to those who offered their input and ideas. We further thank the New Jersey Public Health officials who have been invaluable throughout the process, and Mr. Gardella and our Administrators who continue to demonstrate teamwork and resolute leadership under difficult circumstances.

Summit always aims high. Creating a plan for the coming year has been no exception. From the outset, bolstered by the excellence you expect, the district aspired to find the place where safety and academics intersect. In being reviewed by both the health and educational entities that currently regulate school reopenings, we are confident that this plan optimizes that intersection.

The coming days are uncertain. This plan does not change that. We are acutely aware that at any moment state or local circumstances may require the district to shift, pivot, rethink, rework. We are ready, if needed, to alter this plan to maintain the health of our students, teachers, and community. We are further aware that we may, upon our own assessment, tweak aspects of the plan that are not achieving our high standards. Should either of those situations occur, we will look upon those moments not as failures but as opportunities to once again aim high in pursuit of a safe and productive year for all.

As always, I end by reminding each of us that no matter what the future days bring, it will always be a Great Day to Be a Hilltopper. Stay safe, stay well, stay Summit strong. We look forward to seeing you in September.

Sincerely,

Donna Miller  
President, Summit Board of Education

# **COMMITTEE MEMBERS**

## **Cabinet/Administration**

Robert Gardella  
Louis Pepe  
Jennifer McCann  
Doreen Babis  
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# **MISSION STATEMENT AND** **INTRODUCTION**

## **Summit School District Mission Statement**

The Summit Board of Education operates with the commitment to excellence and the expectation that each student will strive to excel beyond the New Jersey Student Learning Standards (NJSLS), which set forth a minimum level of achievement for all students at all grade levels. The Summit Public Schools, in partnership with the community, will support and sustain an excellent system of learning that engages all students in compelling work; educates them to their highest intellectual, creative, and individuals' potential; promotes pride in diversity; and results in responsible and productive citizens of the highest integrity.

## **Handbook for 2020-2021 School Year - Response to COVID-19 Crisis**

COVID-19 has presented an unprecedented set of challenges impacting each and every member of our Summit school family. As we present this handbook for the start of the 2020-2021 school year the only thing that is certain is the uncertainty of what this school year will bring. We believe that this uncertainty also presents an opportunity to marshal the resources of a first-class administrative team, a talented, dynamic and creative teaching staff and a confident, proactive and driven support staff, together with an engaged and committed community. Together we will provide the support, skills, experiences and opportunities so that students will excel and achieve both academically and personally in the coming school year.

This handbook is intended to provide information for Summit school parents/guardians, caretakers and students so that we may navigate the 2020-2021 school year together while putting the safety and well-being of both our own families and the entire Summit school community at the forefront of all that we do. We hope you find it helpful as we move forward through this next phase of the COVID-19 crisis. As with many things related to COVID-19, the information presented is based on the data and facts as they were known and available on the date of publication and are likely to change. The community will be notified of any and all updates. Whatever changes occur and whatever this pandemic brings, we remain Summit strong!

# HEALTH AND SAFETY

## **Mask Wearing**

Staff, students and visitors are required to wear masks and/or appropriate face covering (“mask”) when in school and the surrounding environs. Those seeking to not wear a mask because doing so would inhibit the individual’s health *must request and be granted an accommodation*. School environs include fields, adjacent playgrounds and the immediate surrounding.

- Images and/or words on masks are subject to the District’s existing Dress and Grooming Policy (P 5511)
- Masks are required to cover both the nose and mouth.
- Masks are further required to be worn during arrival and dismissal, including while exiting a vehicle.
- For comfort, familiarity and ease of use, students should provide their own face coverings and, if possible, have an extra with their belongings.
  - The CDC recommends the use of a cloth face mask.
  - One-way valve masks **may not** be worn. These masks permit exhaled air to pass unfiltered and do not sufficiently mitigate the risk of infection.
  - Schools will have extra masks on hand in the event that a student or staff member does not have a covering or if the covering breaks or becomes unusable.
  - Visitors must bring their own mask or face covering.
    - Visitors may be denied access to the school building or environs (if students or staff are present) if they do not utilize a face covering or if they have an insufficient or prohibited face covering (e.g. one valve mask).
    - Visitors who have an underlying health condition should contact the building principal at least 24 hours prior to visiting the school in a non-emergency situation to discuss if an accommodation may be made.
  - Parents/guardians/caretakers are expected to wear a mask during pick up and drop off if they do not remain in their vehicle.
  - Young Children and Individuals with Disabilities:
    - Enforcing the use of face coverings may be impractical for young children or individuals with disabilities. In such circumstances additional efforts will be made to maintain distance among students and to engage in a compendium of risk mitigation measures, such as more frequent handwashing/use of hand sanitizer.
  - Mask breaks will be given to students. Teaching Staff will determine the timing, frequency and appropriateness of the breaks based on the needs of their students while ensuring the safety of the cohort.

### *Requests for Accommodations to Mask Wearing*

Parents/guardians of students seeking an exception to mask wearing should contact the Building Principal in writing to begin the request for accommodation process.

- Staff members seeking an exception to mask wearing should contact Human Resources.

## **Additional PPE**

- The District will provide staff members additional PPE (e.g. face shields and gloves) to the extent possible and/or required by the work being performed.
- Additional PPE will be provided for staff as the particulars of their role or special project may require.
- The District will make efforts to be responsive to requests for additional PPE. However, the District provided PPE or access to purchase specifically requested PPE may be limited. Staff are encouraged to apprise building leadership of concerns related to PPE to effectuate timely and meaningful discussions and solutions.

## **Frequent Handwashing/Hand Sanitizing**

In response to the COVID-19 crisis additional equipment and supplies have been purchased to facilitate access to handwashing and hand sanitizing. Staff and students will be encouraged to wash and/or sanitize hands frequently during the in-person school day.

- All handwashing and hand sanitizing supplies in classrooms, bathrooms and hallways will be routinely checked and replenished throughout the school day.
- Sinks in classrooms will be equipped with extra soap and paper towels.
- Hand Sanitizer will be made readily accessible throughout the school buildings.
  - Sanitizers will be in the near vicinity outside of classrooms without sinks.
  - Sanitizers will be available throughout the hallways approximately twenty (20) feet apart on alternating sides.
- Primary and Elementary students will have handwashing/sanitizing of hands included in the daily schedule to the extent possible.
- Handwashing/sanitizing of hands will take place routinely in connection with certain activities (i.e., when returning inside from an outdoor class, prior to the start of a new lesson, etc.).
- All students will be routinely reminded that handwashing is important and provided opportunities to wash their hand and/or use hand sanitizer:
  - After blowing your nose, coughing or sneezing
  - After using the restroom
  - Before eating or preparing food
  - Before and after touching your face
  - After being outside
  - Before putting on or removing gloves or any other PPE
  - After touching frequently touched areas (e.g., door knobs, handrails, shared computers)

## **Classrooms, Small Group Settings and Offices**

- Desks will be set up to face the same direction with the maximum distance possible between desks.
- Student tables will be equipped with clear acrylic separators between students.
- Main offices will have plexiglass safeguards installed.
- Rooms and Offices which also routinely host students (e.g. physical/occupational/speech therapy, school counseling and evaluation services) will have acrylic separators available for additional safeguard measures.

- Windows will be open to the extent possible.
- Custodial and Maintenance staff will routinely wipe down surfaces and floors in open/empty classrooms throughout the day.
  - Supplies will also be available for Staff to wipe down surfaces throughout the day.

### **Computer Labs**

- Lab usage will be kept to a minimum since each student will have their own Chromebook in Kindergarten through grade 12.
- When labs are used, Teaching Staff will require students to wash hands before entering the lab and after leaving.
- Lab keyboards and mice will be cleaned by custodians (using alcohol-based cleaners) at the end of each day.

### **Equipment and Supplies**

In response to COVID-19 crisis additional supplies have been purchased to reduce the need for students to share items.

- Whenever possible students will be provided with individual “kits” when working on a project.
- Certain classes, projects or assignments may require additional PPE (e.g. Materials and Processes, Foods and Nutrition and lab work).
  - Building Administrators and Supervisors are in the process of identifying the PPE required.
  - Where additional PPE may not be accessible, or the sharing of equipment may be extensive, alternative assignments and experiences will be substituted.
- If equipment must be shared, proper CDC disinfectant will be used prior to the use of the equipment by another student or staff member.
- For supplies that are traditionally provided from home, the following will occur:

#### *Primary and Elementary Schools:*

- No later than during the first week of school Teaching Staff will provide students with the items that will be needed in school.
  - Students should only bring the identified items to reduce the predisposition to share novel items.
  - Parents should inform their Teachers/Principal if they are unable to procure any of the identified items and assistance will be provided to the extent possible.

#### *Middle School and High School:*

- No later than during the first week of school Teaching Staff will provide students with a list of supplies that will be needed for each specific class.
- Students should only bring the identified items to reduce the predisposition to share novel items.
  - Students should inform their Teachers/Guidance Counselor if they are unable to procure any of the identified items and assistance will be provided to the extent possible.

## **Cohorting**

Summit Public Schools recognizes that cohorting is a viable measure of risk mitigation. Where possible, cohorts will be kept together with minimal classroom changes. Building principals will communicate cohorting capabilities for individual schools.

## **Entrances and Exits, Hallways and Lockers**

Based on data and information concerning the transmission of COVID-19, local health authorities have affirmed that the act of passing another person while wearing a mask poses extremely low risk for infection. In an effort to promote and facilitate conditions that support a low risk environment the District will enact the following steps to reduce flow of traffic, streamline movement throughout the buildings, limit the use of common areas and avoid unstructured student gatherings:

### *Entrances and Exits*

- Building Principals will determine student assignments to entrance and exit points and will provide advanced notification of the same.
- Where possible, students will be required to enter and exit the buildings at designated locations and at slightly staggered times to avoid large crowds.
- Areas on the grounds and within the buildings will be marked for social distancing to prevent congregating.

### *Hallways*

- \*Plans for traversing the building safely with appropriate support and supervision are still in process as of the publication of this handbook and will be shared by Building Principals once finalized.
- Where possible, class start and end times will be staggered to reduce the number of people in the hallways.
- When classroom change is needed, students and staff are expected to walk single file maintaining as much distance as possible between one another while following directional arrows and signs.
- Signage and demarcations will be placed throughout the school buildings to facilitate safe and organized flow of students.
- Changes to any protocols and procedures for moving throughout the school building may be required to meet the “real world” needs of a particular building and/or age group that only present themselves once school is in session. In such cases any changes will be communicated.

### *Lockers (Middle School and High School)*

- Lockers will not be assigned or in use during the 2020-2021 school year.
- Students should plan to wear comfortable clothing and sneakers to school on days when they are scheduled to have Physical Education.
- Unauthorized use of a locker on school premises will be deemed a violation of the Code of Conduct and will be addressed as such.

## **Cleaning and Sanitizing**

- Custodial and Maintenance staff have received additional training to comply with all COVID-19 cleaning requirements and guidelines.
- Custodial and Maintenance staff will clean and sanitize the school buildings on a regular basis.
- Custodial and Maintenance staff have been provided with special equipment to clean and sanitize classroom floors during the school day when a classroom is not in use (cohort is elsewhere).
- High touch surfaces, equipment and areas that require more frequent cleaning due to heavy use have been identified and signage is being prepared to indicate those areas.
  - Custodial and Maintenance staff will clean and sanitize high touch surfaces and high use areas multiple times during the school day.
  - Staff will also support the routine cleaning and sanitizing of surfaces and commonly touched areas within the classrooms and offices.
  - Cleaning supplies have been purchased and/or are in order to support frequent cleaning and sanitizing throughout the 2020-2021 school year.

## **Travel During the 2020-2021 School Year**

Summit school district will adhere to all travel advisories issued by the State of New Jersey during the 2020-2021 school year to support the effort to prevent the spread of COVID-19.

- Students and Staff members returning to New Jersey from a location that is the subject of a travel advisory will be asked to quarantine for 14-days after returning to New Jersey.
- Parents and Staff should organize their travel plans accordingly and keep in mind that 14 days before the start of the school year is August 18, should they travel to, and return from, a location that is the subject of a travel advisory.
- In accordance with guidance from local health officials, students and staff who have visited a location that is the subject of a travel advisory must self-quarantine for a full 14 days prior to starting school.
  - A negative virus test does not supersede the quarantine period.
- Once the school year has commenced, any student or staff member who visits a location that is the subject of a travel advisory must self-quarantine for a full 14 days prior to returning to school.
  - Parents of students attending school in-person are expected to maintain attendance and should avoid unnecessary travel to locations that are the subject of a travel advisory. Further details are provided in the Attendance section of this handbook.
  - Staff members are expected to restrict their travel so as not to impact their assigned duties and responsibilities.
- The list of locations that are the subject of travel advisories may be accessed at this [link](#) or at nj.gov.

## **COVID-19, Symptoms, Illness and the School Community**

In response to the COVID-19 crisis the CDC and local health authorities support a daily screening for symptoms associated with COVID-19. Daily screening permits early intervention and supports prompt care for a person infected with the virus as well as effective contact tracing and reduction in the spread of infection. To support the students, staff and entire Summit school community, the district has established a compendium of measures for the safety and health of the community.

### *Daily Screening*

- Due to the large number of staff and students daily screening and symptom checks are impractical to perform on-site.
- Prior to the beginning of the 2020-2021 school year parents and staff members will complete an attestation affirming that they will conduct daily symptom and temperature checks prior to coming to school.
- Regular reminders and educational tools will be sent to parents, students and staff about the importance of daily symptom checks.
- Staff will conduct daily visual symptom checks as students enter the buildings and upon arrival in the classroom.
- The District will follow NJDOE recommendations and require that students and staff remain home if they have a temperature of 100.4 or greater.
- Students and Staff members should not come to school if they are sick, even if they do not suspect that they have COVID-19.
  - The symptoms of COVID-19 are many and varied and may present as another illness.
- Signs and symptoms of COVID-19 include:
  - Fever 100.4 F
  - Chills
  - Cough
  - Nasal Congestion
  - Runny nose
  - Shortness of breath
  - Difficulty breathing
  - Diarrhea
  - Nausea/Vomiting
  - Fatigue
  - Headache
  - Muscle or body aches
  - New loss of taste or smell
- Signs and Symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C)
  - Rash
  - Red eyes
  - Cracked/swollen lips
  - Red/swollen tongue
  - Swelling hands/feet

- o Stomach pain

*Students with Signs & Symptoms of COVID-19*

- Any student who is experiencing or witnessed as experiencing signs or symptoms of COVID-19 must be reported to the school nurse. A staff member must ensure that the student is immediately taken to the designated isolation area.
- Once in the designated isolation area the school nurse will assess the student.
- Anytime a student is sent to the designated isolation area the students' parent(s)/guardian(s) will be notified upon completion of the nurse's assessment.
- Students suspected or showing signs of having COVID-19 will be sent home and instructed to follow up with their health care provider.
- Teaching Staff may contact the school nurse prior to sending the student to either the designated isolation room or nurse's office during the school day if they need guidance about student care.
- Valid visits to the nurse's office and identifying and recognizing needs for standard nurse intervention will be included in staff education and training prior to the opening of schools.

*Staff Members with Signs & Symptoms of COVID-19*

- Staff experiencing any signs and symptoms of COVID-19 must immediately notify the school nurse or building principal.
  - o If the staff member is solely responsible for supervising students the staff member should remain socially distant from all students until coverage arrives.
  - o Once coverage is secure the staff member should immediately go to the designated isolation area unless they have been instructed by their supervisor or building principal to go directly home.
  - o Once in the designated isolation area the school nurse will assess the staff member to determine whether the staff member may have symptoms of COVID-19.
  - o Any staff member suspected of having COVID-19 will be sent home and instructed to follow up with their health care provider.

*Protocols for Contact Tracing Following a School-Related Confirmed or Suspected Case of COVID-19*

Two of our district nurses have completed the six-hour Johns Hopkins University's COVID-19 Contact Tracing Course to help initiate contact tracing within the school setting once notified of a confirmed or suspected positive case of a student or staff member.

- In accordance with CDC guidelines:
  - o A Contact is someone who meets the following criteria:
    - A person who was within six (6) feet of someone who had COVID-19 during the infectious period;
    - For a period of longer than ten (10) minutes; and
    - Regardless of who was wearing a mask (you or the person who tested positive), individuals who were in close contact (within 6 feet for more than 10 mins) are considered close contacts and should self-quarantine and be included on the list provided to contact tracers.
  - o Contacts will be provided with education, information, and support to understand the risk, what they should do to separate themselves from others who

are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.

- Contacts will be encouraged to stay home and maintain social distancing from others (at least 6 ft) until 14 days after their last exposure, in case they become ill.
- Contacts who develop symptoms should promptly isolate themselves and notify their healthcare provider, the school nurse and local public health authorities.

### *In the Schools*

- If there is a confirmed or suspected case of COVID-19 in a student or staff member, the nurses will work in conjunction with local public health officials to determine what additional steps may be required and, where indicated, will initiate contact tracing should a member of the school community be potentially impacted.
- School nurses will follow CDC guidelines and consult with local health officials when determining if a member of the school community does in fact meet the criteria of a Contact.
- If contact tracing is required for any member(s) of the school community, the Contact will only be informed that they may have been exposed to someone with the infection; they will not be told the identity of the person who may have exposed them.
- If a Student or Staff member meets the criteria as a Contact they must:
  - Self-quarantine for fourteen (14) days from the last exposure to COVID-19;
  - Contact their healthcare provider, and;
  - Self-check symptoms daily
- In addition to following CDC guidelines, nurses will communicate contract tracing efforts with local health authorities so that local health authorities may be better able to offer support to any Contact through the quarantine period.

### *Return to School*

- A student or staff member who has been identified only as a Contact may return to school following the end of the fourteen (14) quarantine period if they do not become infected with COVID-19.
- A student or staff member tests positive for COVID-19 they must isolate at home according to CDC and NJ Department of Health guidelines.
- Students and staff may return to school following the end of the isolation period if they meet the following criteria:
  - It has been ten (10) days after symptoms first appeared, and
  - Fever free for twenty-four (24) hours without the use of fever reducing medication.
  - Any other symptoms have improved

### *Students in Households of a Lab Confirmed Case of COVID-19*

- Students who are household contacts of people who are lab confirmed cases of COVID-19 cases who are asymptomatic may not return to school until they have self-quarantined for 14 days after the isolation period ends for the who is the confirmed COVID-19 case.
- Students who are household contacts of a lab confirmed case of COVID-19 persons who are experiencing symptoms must quarantine at home until they are fever free for 24 hours without the use of fever reducing medicines, AND other symptoms have improved, AND at least 10 days have passed since symptoms first appeared.

### *COVID-19 Related Updates*

School nurses will work in partnership with local and state health authorities to remain up to date and to ensure adherence to best practices as it relates to the Summit schools during the COVID-19 crisis. School nurses will maintain ongoing communication with parents, staff, and the Summit community about COVID-19.

Information will be disseminated to our school community in multiple ways including:

- Letters detailing new procedures and protocols including, but not limited to, social distancing, frequent hand washing, the use of face coverings, and the importance of staff and students to stay at home when sick.
- Video distribution through student and parent email, Honeywell, District website, Virtual Nurse's Office, Facebook/Twitter, PTO communications (where approved by PTOs).
- Daily announcements in school to reinforce procedures.
- Classroom instruction.
- Ongoing education and training for staff on COVID-19 symptoms, new procedures and protocols, social distancing, frequent hand washing, and the use of face coverings.

### *Student Absences from School Due to Any Illness*

In response to the COVID-19 crisis student absences from school due to illness will require parents to provide more information than may have traditionally been required both during the illness and upon a return to school.

- Parents/students are still required to follow standard absence procedures for attendance purposes.
- Parents are additionally required to complete a confidential on-line self-reporting illness form no later than 8 a.m. each day the student is absent.
- The form will be available on the district website and may be accessed at [Reporting Student Absences](#)
- The forms will be reviewed each day by a designated person.
- The school nurse may contact the home if additional information is needed.
- A student may return to school prior to the ten (10) day COVID-19 isolation period if they are able to provide a medical note from an authorized practitioner of a specific, non-COVID-19 diagnosis, prognosis and treatment plan (e.g. ear infection, strep throat, etc.).

# **INSTRUCTIONAL MODELS**

“The superior education experience we aspire to provide requires a strong working relationship with each other, with teachers, students and administrators, and with the greater summit community.”

## **Board Statement of Shared Values**

The Office of Curriculum and Instruction is dedicated to working in partnership with administrators, teachers, families, and the community providing all students with a high-quality, well-rounded, and student-centered educational experience. We are committed to ongoing dialogue and collaboration in order to ensure exceptional teaching and learning for all.

The Summit School District will offer two options for instruction during the 2020-2021 school year. The plans have been separated by school level to provide more of a “side by side” understanding of a typical day of instruction. The plans below are the result of robust stakeholder input, a determination to deliver effective and engaging instruction, the need to support students and staff socially and emotionally and the belief that connecting students at home with those in the classroom is critical for success. Please read through the two models prior to selecting the option that best meets the needs of your family.

## **Primary Schools**

### *Overview of Schedule*

- Instruction will occur five days a week.
  - For students who will attend school in-person:
    - 8:15 a.m.-12:00 p.m. will occur at school.
    - 1:30 p.m.-3:15 p.m. will occur remotely at home.
  - For students who will attend school remotely (while other students are at school):
    - Instruction will be delivered via livestream from 8:15 a.m.-12:00 p.m.
      - Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. charts, vocabulary lists, presentation slides and sample problems).
    - 1:30 p.m.-3:15 p.m. will occur remotely at home.
- All students are expected to use the time between the morning and afternoon sessions to go to a supervised location where they may eat lunch and be prepared to engage in remote learning starting at 1:30 p.m.

### *Overview of Curriculum*

- Each day will start with a whole class (in-person and remote) Social Emotional lesson/activity. This will be taught by teachers, with the content of activities supported by school counseling.
- During the morning session, students will receive teacher-led instruction for ELA, Math, Science or Social Studies, Phonics (3x/week) and World Language (2x/week).
- During the afternoon session (all remote), students will receive additional Math instruction and one special (Music, Art, Library, PE) daily.
- Afternoon session instructional time will be used for teacher-led small group conferences, on-line IXL practice, on-line or hard copy word problem solving, and other opportunities to practice and apply math concepts.
  - Students will engage in a combination of teacher-led, guided (written instructions) and pre-recorded centers.
  - The rotation schedule and Google Meet login information will be shared with families by the classroom teacher in Google Classroom every day.
- **Sample Schedule**
- Teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.

### *ELL Students*

- As the school year approaches the Building Principal will communicate with parents/guardians to ensure that ELL students and their families are well-prepared to receive instruction and services.
- At the beginning of the school year the ELL teaching staff will provide students with specific information about their learning schedule and accompanying services.
  - ELL teaching staff will also provide details and resources on how to access livestream instruction and assignments.
- For ELL students who select the in-person instructional plan, some services may take place in person during the afternoon session.
  - Should the student remain for a longer day to receive the additional services lunchtime protocols will be followed.

### *Learning Workshop Students*

- Students who are identified after the start of the school year to participate in Learning Workshop will receive communications from the Building Principal and/or Learning Workshop teaching staff about the details, goals and objectives of the program.
  - As during a traditional school year, parents are required to complete a permission slip for their child(ren) to participate in Learning Workshop.
- Parents and students will provide students with specific information about their learning schedule and accompanying services.

- Learning Workshop teaching staff will maintain their own Google Classroom and will work with students on how to use the platform, as well as strategies for managing more than one Google Classroom.
- Learning Workshop teaching staff will also provide parents with details and resources on how to access livestream instruction and assignments.
- Learning Workshop students must be prepared to check the Learning Workshop Google classroom several times a day for updates to scheduling, assigned work and feedback from teaching staff.
- For Learning Workshop students who select the in-person instructional plan, some services may take place in person during the afternoon session.
  - Should the student remain for a longer day to receive the additional services lunchtime protocols will be followed.

### What Happens If the District Closes?

Should the district have to close and move to an all-remote plan the Primary Schools' daily schedule will be from 8:30 a.m. to 2:30 p.m. for primary school students.

- At that time parents and students will receive an updated schedule.
- Teachers will provide synchronous instruction for ELA, Math, Science/Social Studies, World Language and Specials.
- Teachers will live stream mini-lessons or small group conferences.
- Students not assigned to participate in mini-lessons or small group conferences will be assigned other learning-experiences during that time.

## **Elementary Schools**

### *Overview of Schedule*

- Instruction will occur five days a week.
  - For students who will attend school in-person:
    - 8:30 a.m.-12:30 p.m. will occur at school.
    - 1:30 p.m.-3:00 p.m. will occur remotely at home.
  - For students who will attend school remotely (while other students are at school):
    - Instruction will be delivered via livestream from 8:30 a.m.-12:30 p.m.
      - Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. directions, charts, vocabulary lists, rubrics/checklists, presentation slides and sample problems).
      -
    - 1:30 p.m.-3:00 p.m. will occur remotely at home.

- All students are expected to use the time between the morning and afternoon sessions to go to a supervised location where they may eat lunch and be prepared to engage in remote learning starting at 1:30 p.m.

### *Overview of Curriculum*

- Each day will start with a whole class (in-person and remote) Social Emotional lesson/activity. This will be taught by teachers, with the content of activities supported by school counseling.
- During the morning session, students will receive teacher-led instruction for ELA, Math, Science or Social Studies, Phonics (3x/week) and World Language (2x/week).
- During the afternoon session (all remote), students will receive additional instruction, primarily in the areas of ELA and Math, and one special (Music, Art, Library, PE) daily.
- Afternoon session instructional time will be used for teacher-led small group activities or conferences, on-line IXL practice, guided/independent reading, guided/independent writing and phonics.
  - Students will engage in a combination of teacher-led, guided (e.g. written instruction/worksheet) or independent (e.g. written instructions/open ended prompt/response) work and pre-recorded centers.
  - The rotation schedule and Google Meet login information will be shared with families by the classroom teacher in Google Classroom every day.
  - For asynchronous assigned work the classroom teacher will determine the level of guidance/independence appropriate for the specific assignment. Factors that will be considered include the age of the students, task being assigned, student work level (based on assessment) and self-directional ability.
- **Sample Schedule**
- Teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.

### *ELL Students*

- As the school year approaches the Building Principal will communicate with parents/guardians to ensure that ELL students and their families are well-prepared to receive instruction and services.
- At the beginning of the school year the ELL teaching staff will provide students with specific information about their learning schedule and accompanying services.
  - ELL teaching staff will also provide details and resources on how to access livestream instruction and assignments.
- For ELL students who select the in-person instructional plan, some services may take place in person during the afternoon session.
  - Should the student remain for a longer day to receive the additional services lunchtime protocols will be followed.

### *Learning Workshop Students*

- Students who are identified after the start of the school year to participate in Learning Workshop will receive communications from the Building Principal and/or Learning Workshop teaching staff about the details, goals and objectives of the program.
  - As during a traditional school year, parents are required to complete a permission slip for their child(ren) to participate in Learning Workshop.
- Parents and students will provide students with specific information about their learning schedule and accompanying services.
  - Learning Workshop teaching staff will maintain their own Google Classroom and will work with students on how to use the platform, as well as strategies for managing more than one Google Classroom.
  - Learning Workshop teaching staff will also provide parents with details and resources on how to access livestream instruction and assignments.
  - Learning Workshop students must be prepared to check the Learning Workshop Google classroom several times a day for updates to scheduling, assigned work and feedback from teaching staff.
- For Learning Workshop students who select the in-person instructional plan, some services may take place in person during the afternoon session.
  - Should the student remain for a longer day to receive the additional services lunchtime protocols will be followed.

### *What Happens If the District Closes?*

Should the district have to close and move to an all-remote plan the Elementary School daily schedule will be from 8:30 a.m. to 3:00 p.m. for primary school students.

- At that time parents and students will receive an updated schedule.
- Teachers will provide synchronous instruction for ELA, Math, Science/Social Studies, World Language and Specials.
- Teachers will live stream mini-lessons or small group conferences.
- Students not assigned to participate in mini-lessons or small group conferences will be assigned differentiated learning practices and experiences during that time.

## **Middle School**

### *Overview of Schedule*

- Instruction will occur five days a week.
  - For students who will attend school in-person:
    - Grade 8: 8:00 a.m.-12:07 p.m. in person, 1:15-2:44 virtually
    - Grade 7: 8:04 a.m.-12:11 p.m. in person, 1:15-2:44 virtually
    - Grade 6: 8:02 a.m. -12:09 p.m. in person, 1:15-2:44 virtually

- 1:15 p.m.-2:44 p.m. will occur remotely at home.
- For students who will attend school remotely (while other students are at school):
  - Instruction will be delivered via livestream as follows:
    - Grade 8: 8:00 a.m.-12:07 p.m.
    - Grade 7: 8:04 a.m.-12:11 p.m.
    - Grade 6: 8:02 a.m. -12:09 p.m.
      - Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. directions, charts, rubrics/checklists, presentation slides and sample problems).
  - 1:15 p.m.-2:44 p.m. will occur remotely at home.
- All students are expected to use the time between the morning and afternoon sessions to go to a supervised location where they may eat lunch and be prepared to engage in remote learning starting at 1:15 p.m.

### *Overview of Curriculum*

- Students will have a total of eight (8) periods.
  - The eight (8) periods will include: ELA, Math, Science, Social Studies, World Language, Physical Education, Cycle Class and a Study Hall/Advisory period.
  - Periods 1-4 will be designated as the “A” day
  - Periods 5-8 will be designated as the “B” day
- Students will focus on 4 class periods each day.
  - Each period will have a long session in the morning and a shorter session in the afternoon.
  - The afternoon session will focus on twenty (20) minutes video conferences with teachers.
  - Students will engage in a combination of synchronous and asynchronous instruction.
- **Sample Schedule**
- Teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.

### *Additional Expectations*

All students are expected to be present and engaged in learning at all times, irrespective of the method of delivery of instruction (either in-person or virtually).

- The Code of Conduct remains in effect and students will be expected to remain in compliance.
- Students will be held accountable for their behavior during the hours of the entire school day, including the transition from in-person instruction to afternoon remote instruction.
  - Students are expected to leave the building and go to an appropriately supervised area and eat lunch.

- Students are not permitted to congregate and create unsafe conditions that increase the risk of infection from COVID-19.
- Students will be held accountable for their behavior outside of school hours if such behavior violates district policy.

### *ELL Students*

- As the school year approaches the Building Principal will communicate with parents/guardians to ensure that ELL students and their families are well-prepared to receive instruction and services.
- At the beginning of the school year the ELL teaching staff will provide students with specific information about their learning schedule and accompanying services.
  - ELL teaching staff will also ensure that students are able to access livestream instruction and assignments.
  - ELL teaching staff will support the student in the areas of instruction, self-management and executive functioning and self-advocacy.
- For ELL students who select the in-person instructional plan, some services may take place in person during the afternoon session.
  - Should the student remain for a longer day to receive the additional services lunchtime protocols will be followed.

### *Strategies Students*

- Students who are identified to participate in Strategies will receive communications from the Building Principal and/or Strategies teaching staff about the details, goals and objectives of the program.
- Parents and students will provide students with specific information about their students learning support and accompanying services.
- For Strategies students who select the in-person instructional plan, some services may take place in person during the afternoon session.
  - Should the student remain for a longer day to receive the additional services lunchtime protocols will be followed.

### *What Happens If the District Closes?*

Should the district have to close and move to an all-remote plan the Middle School daily schedule will be from 9:00 a.m. to 2:45 p.m.

- At that time parents and students will receive an updated schedule.
- Teachers will provide synchronous instruction for each class.
- Teachers will use the afternoon session primarily to live stream mini-lessons or small group conferences, reteach skills that require additional attention, answer questions, provide feedback and provide additional projects and activities.
- Students not assigned to participate in mini-lessons or small group conferences will be expected to work on assignments and projects, as directed by the teacher.

## High School

### *Overview of Schedule*

- Instruction will occur five days a week.
  - For students who will attend school in-person:
    - 7:45 p.m.-12:06 p.m. will occur at school.
    - 1:15 p.m.-2:47 p.m. will occur remotely at home.
  - For students who will attend school remotely (while other students are at school):
    - Instruction will be delivered via livestream from 7:45 a.m.-12:06 p.m.
      - Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. directions, charts, rubrics/checklists, presentation slides and sample problems).
    - 1:15 p.m.-2:47 p.m. will occur remotely at home.
- All students are expected to use the time between the morning and afternoon sessions to go to an appropriate location where they may eat lunch and be prepared to engage in remote learning starting at 1:15 p.m.

### *Overview of Curriculum*

- Students will focus on four (4) classes each day.
  - Periods 1-4 will be designated as the “Day 1.”
  - Periods 5-8 will be designated as the “Day 2.”
- The same (4) periods will take place during the morning session and again during the afternoon session.
- The afternoon session will focus on twenty (20) minutes video conferences with teachers.
  - Students will engage in a combination of synchronous and asynchronous instruction.
- Students with lab classes will be required to stay in class when their lab is at the end of the day. Some examples:
  - A student following a Day 1 schedule that includes a 4<sup>th</sup> period science class with a lab will be required to remain at school on Day 1 and will be dismissed at 12:36 p.m.
  - A student following a Day 2 schedule that includes an 8<sup>th</sup> period science class with a lab will be required to remain at school and will be dismissed at 12:36 p.m.
- **Sample Schedule**
- Teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.

### *Additional Expectations*

All students are expected to be present and engaged in learning at all times, irrespective of the method of delivery of instruction (either in-person or virtually).

- The Code of Conduct remains in effect and students will be expected to remain in compliance.
- Students will be held accountable for their behavior during the hours of the entire school day (7:45 p.m. to 2:47 p.m.), including the transition from in-person instruction to afternoon remote instruction.
- Students are not permitted to congregate and create unsafe conditions that increase the risk of infection from COVID-19.
- Students will be held accountable for their behavior outside of school hours if such behavior violates district policy.

### *ELL Students*

- As the school year approaches the Building Principal will communicate with parents/guardians to ensure that ELL students and their families are well-prepared to receive instruction and services.
- At the beginning of the school year the ELL teaching staff will provide students with specific information about their learning schedule and accompanying services.
  - ELL teaching staff will also ensure that students are able to access livestream instruction and assignments.
  - ELL teaching staff will support the student in the areas of instruction, self-management and executive functioning and self-advocacy.
- For ELL students who select the in-person instructional plan, some services may take place in person during the afternoon session.
  - Should the student remain for a longer day to receive the additional services lunchtime protocols will be followed.

### *Strategies Students*

- Students who are identified to participate in Strategies will receive communications from the Building Principal and/or Strategies teaching staff about the details, goals and objectives of the program.
- Parents and students will provide students with specific information about their students learning support and accompanying services.
- For Strategies students who select the in-person instructional plan, some services may take place in person during the afternoon session.
  - Should the student remain for a longer day to receive the additional services lunchtime protocols will be followed.

*What Happens If the District Closes?*

Should the district have to close and move to an all-remote plan the High School daily schedule will be from 9:00 a.m. to 2:49 p.m. for primary school students.

- At that time parents and students will receive an updated schedule.
- Teachers will provide synchronous instruction for each class.
- Teachers will use the afternoon session primarily to live stream mini-lessons or small group conferences, reteach skills that require additional attention, answer questions, provide feedback and provide additional projects and activities.
- Students not assigned to participate in mini-lessons or small group conferences will be expected to work on assignments and projects, as directed by the teacher.

# **SPECIAL EDUCATION**

**“Pursue scholarly excellence for each and every diverse learner by constantly providing a multifaceted, global educational experience at all levels.”**

## **-Focus Area 1**

The Department of Special Services is dedicated to honoring the individuality of each student, celebrating the richness each student brings to the entire school community and working inclusively and collaboratively for the success and achievement of all students. The Special Education team believes that it is through partnership among administrators, teachers, families, and the community that we are best able to provide our students with an appropriately individualized, high-quality, well-rounded, and student-centered educational experience. The plans below are the result of robust stakeholder input together with the foundational belief that all students learn and grow in a variety of ways and must be honored for their individuality.

## **A Note from Mrs. Doreen Babis, Director of Special Services:**

In response to the COVID-19 crisis, the Department of Special Services is working to both meet the needs of students and create plans for regulatory approval. I want to assure you that the plans below are only intended to offer a broad overview for parents to better understand a typical day for their child(ren). The entire team looks forward to the 2020-2021 school year as a time where together, with on-going open and honest dialogue and collaboration, we will provide an exceptional teaching and learning environment where students flourish. We miss our students!

A key component to the entire Special Education program during the 2020-2021 school year will involve the on-going assessment of students and schedules. The Special Education team remains dedicated to identifying and supporting appropriate inclusion experiences whenever permitted pursuant to health and safety guidelines and best practices. These on-going assessments will enable the Special Educational team to thoughtfully and intentionally work with the General Education program to appropriately and safely provide students with an educational program and experience that most closely matches their current Individualized Educational Plan. Parents should look forward to receiving on-going communications from me, other members of the Department of Special Services leadership team and the professionals who work with your child(ren). Please look for a letter from me in the coming weeks, as the plans are finalized, that provides important information and details for special education students.

We look forward to connecting with you and ensuring the success, achievement and growth of the students, both during this crisis and beyond.

## Special Education Programs

Students in kindergarten through 12<sup>th</sup> grade will follow the general education daily schedule, with some exceptions. The daily schedule may be found in the Instructional Plan section of the handbook.

- Some important items to note as you read through the delivery of specialized instruction to your child(ren):
  - Individualized student schedules for related services are still in process and depend on a multitude of factors. As schedules become finalized, the appropriate member of the Special Education Services team will share the details of your child(ren)'s schedule with you.
  - Given the modified school schedule for all students, instructional minutes will be adjusted accordingly.
  - Schedules may experience changes during the first few weeks of the school year. This will be due to a variety of factors including:
    - Assessments and data;
    - Identifying appropriate cohorts and students and adjusting accordingly;
    - Responding to changes in the General Education program, such as instructional time changes; and
    - Responding to any need to modify programming to enhance safety measures and protocols and improve risk mitigation measures.
  - We are mindful that change is difficult under the best of circumstances and will do everything possible to limit both the number of changes and to provide a safe and supportive environment for the students.

### *Preschool Inclusion Class*

There is no change of schedule for this program. It will run as detailed below from September 1, 2020.

- Instruction will occur five days a week.
  - For students who will attend school in-person:
    - Half Day Morning Session (9:00 a.m.-11:30 a.m.) will occur at school.
    - Half Day Afternoon Session (12:30 p.m.-3:00 p.m.) will occur at school.
  - For students who will attend school remotely (while other students are at school):
    - Instruction will be delivered via livestream as follows:
      - Half Day Morning Session (9:00 a.m.-11:30 a.m.).
      - Half Day Afternoon Session (12:30 p.m.-3:00 p.m.).
        - Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. charts, pictures, presentation slides and sample problems).
        - Teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students and parents.

### *In- "Classroom" Support*

- Special education teachers and staff members will continue to support students in the general education setting as indicated in the student's IEP.
- As always, special education teachers routinely will collaborate with general education teachers to ensure effective delivery of instruction.
- Students are required to attend all remote learning sessions with their special education teachers.
- Given the modified school schedule for all students, instructional minutes will be adjusted accordingly. Students will continue to receive the services as stated in IEPs through in-person and remote instruction with special education teachers supported by instructional aides.
- Instructional aides will be utilized during in-person and remote learning sessions.
- Instructional Aides will be utilized to ensure the effective delivery of instruction during both the morning and afternoon sessions of the school day.
  - Instructional aides will assist special education and classroom teachers to support students understanding and completing their assignments.
  - Under the guidance and supervision of a classroom teacher, instructional aides may work independently with students working on a specific task or assignment.
  - Teachers and Instructional Aides will remain in communication to ensure effective delivery of instruction to students.
- For students who will attend school remotely (while others are at school) more information can be found in the Instructional Plan section of the handbook.

### *Replacement Classes*

- Replacement classes will continue to follow the small group "pull-out" model.
- Students will wash hands upon arrival at and departure from the small group classroom.
- Students are required to attend all remote learning sessions with their special education teachers.
- Due to health and safety concerns and protocols, in a limited number of cases, special education teachers who serve students across multiple buildings may be required to deliver remote instruction to in-person students who are in a different building in a small group setting.
  - Any such delivery instruction may be done remotely if there is an instructional aide to guide and supervise the student(s).
  - Under the guidance and supervision of a classroom teacher, instructional aides may supervise students working on a specific task or assignment.
  - Teachers and Instructional Aides will remain in communication to ensure effective delivery of instruction to students.

- Please refer to the Health & Safety Section of the Handbook for information related to moving students throughout the building, PPE, additional safety measures and use of equipment.
- For students who will attend school remotely (while others are at school) more information can be found in the Instructional Plan section of the handbook.

*Related Services*

- Services will be delivered through a variety of educational models (push-in, 1:1, small groups in therapy rooms and teletherapy (where feasible and appropriate).
- Therapists will schedule students and select the modality for providing services based on a variety of factors, with the needs of the students as the primary consideration.
- Other factors will include limiting student movement throughout the building, effectively arranging cohorts of students for therapy (where a group is possible) and reducing disruption to instructional time.
- Please refer to the Health & Safety Section of the Handbook for information related to moving students throughout the building, PPE, additional safety measures and use of equipment.

*Self-Contained Instructional Program/Transition Program*

The Summit school district believes that meeting the needs of all students is a critical component of the district’s mission. The shuttering of the schools was uniquely experienced by those that receive our most intensive services - students in the Preschool Disabled Program (PSD), Language Learning Disabled Program (LLD), Applied Behavioral Analysis Program (ABA) and 18-21-Year-Old Transition Program. These students benefit from routine, intensive, personalized and interactive instruction. Students in these programs will return to school for a short introductory period on an in-person/hybrid option, with a full remote option. Following the introductory period, these programs will run in-person for a full day. All programs will have a remote option. Please read through the two models prior to selecting the option that best meets the needs of your family.

\*\*\*\*All schedules presented below are subject to change\*\*\*\*

- The schedules below are the most current information as of August 4, 2020.
- Any and all changes will be communicated to all parents and staff.

*PSD/LLD Programs In-Person Model*

September 1, 2020 – September 4, 2020 Transition Back to School  
Overview of Schedule

In-Person Program	In-Person	Remote
Preschool Disabled	9:00 a.m.-12:15 p.m.	1:15 p.m.-2:15 p.m.

Elementary LLD	9:00 a.m.-12:15 p.m.	1:15 p.m.-2:45 p.m.
Middle School LLD	8:15 a.m.-11:45 a.m.	1:15 p.m.-2:45 p.m.

- For students who will attend school remotely (while others are at school), instruction will be delivered via livestream as follows:

Remote Program	Morning Session	Afternoon Session
PSD	9:00 a.m.-12:15 p.m.	1:15 p.m.-2:15 p.m.
Elementary LLD	9:00 a.m.-12:15 p.m.	1:15 p.m.-2:45 p.m.
Middle School LLD	8:15 a.m.-11:45 a.m.	1:15 p.m. -2:45 p.m.

- Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. charts, vocabulary lists, presentation slides and sample problems).
- All students are expected to use the time between the morning and afternoon sessions to go to a supervised location where they may eat lunch and be prepared to engage in remote learning starting at 1:15 p.m.
- During the afternoon session (all remote), teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.
- For Middle School students the afternoon session will include 15-minute conference/learning periods for periods 1-4 on “A” days and periods 5-7 on “B” days.
- Related services will begin on September 8, 2020

*Starting September 8, 2020*

Overview of Schedule

- Instruction will occur five days a week.
  - For students who will attend school in-person:
    - Mondays through Thursdays will be a full day at school as follows:

In-Person Program	Schedule
PSD	9:00 a.m.-2:30 p.m.
Elementary LLD	9:00 a.m.-2:30 p.m.
Middle School LLD	8:15a.m.-2:45 p.m.

- Fridays only as follows:

In-Person Program	Friday Schedule
PSD	9:00 a.m.-11:30 a.m.
Elementary LLD	9:00 a.m.-12:15 p.m.
Middle School LLD	8:15 a.m.-11:45 a.m.

- For students who will attend school remotely (while other students are at school):
  - Mondays through Thursdays instruction will be delivered via livestream and scheduled as closely as possible with the general education schedule at the student’s home school:
    - Please refer to the general education section of the Instructional Plan for a broad overview of the schedule.

Remote Program	Morning Session	Afternoon Session
PSD	9:00 a.m.-12:15 p.m.	1:15 p.m.-2:30 p.m.
Elementary LLD	9:00 a.m.-12:15 p.m.	1:15 p.m.-2:30 p.m.
Middle School LLD	8:15 a.m.-11:45 a.m.	1:15 p.m. -2:45 p.m.

- Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. charts, vocabulary lists, presentation slides and sample problems).
- All students are expected to use the time between the morning and afternoon sessions to go to a supervised location where they may eat lunch and be prepared to engage in remote learning starting at 1:15 p.m.
- During the afternoon session (all remote), teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.
- For Middle School students the afternoon session will include 15-minute conference/learning periods for periods 1-4 on “A” days and periods 5-7 on “B” days.
- Related services will be delivered through teletherapy and begin on September 8, 2020
  - Fridays only instruction will be delivered via livestream as follows:

Remote Program	Friday Schedule
PSD	9:00 a.m.-11:30 a.m.
Elementary LLD	9:00 a.m.-12:15 p.m.
Middle School LLD	8:15 a.m.-11:45 a.m.

- Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. charts, vocabulary lists, presentation slides and sample problems).

### *Overview of Curriculum*

- Instruction will be based on the students' IEPs.
- The students schedule will be aligned as closely as possible with the general education schedule at the student's home school.
- Special services staff will communicate the student's individualized schedule closer to the start of the school year.
- For remote students' teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.

### *Related Services*

- Services will be delivered through a variety of educational models - push-in, 1:1, small groups in therapy rooms and teletherapy (where feasible and appropriate).
- Therapists will schedule students and select the modality for providing services based on a variety of factors, with the needs of the students as the primary consideration.
- Other factors will include limiting student movement throughout the building, effectively arranging cohorts of students for therapy (where a group is possible) and reducing disruption to instructional time.
- Please refer to the Health & Safety Section of the Handbook for information related to moving students throughout the building, PPE, additional safety measures and use of equipment.
- For remote students teletherapy will be provided for related services.

### *Lunch and Afternoon Screenings*

- Students will wash hands before and after lunch.
- Students will eat in a designated location.
- Tables and chairs will be placed to promote social distancing and students will be spaced no less than six (6) feet apart.
- Staff will wear all appropriate PPE (masks, face shields, gloves, etc.)

- Staff will make every effort to maintain social distancing to the greatest extent possible while providing assistance to students.
- Students will be screened for symptoms and a temperature check will be conducted prior to the start of the afternoon session.
- For procedures from students exhibiting signs and symptoms of COVID-19, please refer to the Health and Safety section of the handbook.

### *ABA Programs*

September 1, 2020 – September 11, 2020

#### Overview of Schedule

- Instruction will occur five days a week, Monday through Friday.
  - For students who will attend the morning session in-person and afternoon remote session:

In Person Program	In-Person	Remote
Preschool ABA	9:00-a.m. 12:15 p.m.	1:30 p.m.-2:45 p.m.
Elementary ABA	9:00 a.m.-12:15 p.m.	1:30 p.m.-2:45 p.m.
Middle School ABA	8:15 a.m.-11:45 a.m.	1:30 p.m.-2:45 p.m.
High School ABA	8:30 a.m.-12:00 p.m.	1:15 p.m.-2:30 p.m.
Transition Program	8:30 a.m.-12:00 p.m.	1:15 p.m.-2:30 p.m.

- For students who will attend school remotely (while other students are at school):
  - Instruction will be delivered via livestream as follows:

Remote Program	Morning Session	Afternoon Session
Preschool ABA	9:00-a.m. 12:15 p.m.	1:30 p.m.-2:45 p.m.
Elementary ABA	9:00 a.m.-12:15 p.m.	1:30 p.m.-2:45 p.m.
Middle School ABA	8:30 a.m.-11:45 a.m.	1:30 p.m.-2:45 p.m.
High School ABA	8:30 a.m.-12:00 p.m.	1:15 p.m.-2:30 p.m.
Transition Program	8:30 a.m.-12:00 p.m.	1:15 p.m.-2:30 p.m.

- Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. charts, vocabulary lists, presentation slides and sample problems).

## Overview of Curriculum

- Instruction will be based on the students' IEPs.
- Individual, small group lessons and video-recorded mini lessons will include:
  - Activities for data collection purposes
  - Academic topics
  - Read aloud and activities
  - Daily living skills topics
  - Socialization topics
  - Movement breaks
  - Closing circles
- Teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.

*Starting September 14, 2020*

## Overview of Schedule

- Instruction will occur five days a week.
  - For students who will attend school in-person:
    - Mondays through Thursdays will be a full day at school as follows:

In-Person Program	Schedule
Preschool ABA	9:00 a.m.-2:30 p.m.
Elementary ABA	9:00 a.m.-2:30 p.m.
Middle School ABA	8:15 a.m.-2:15 p.m.
High School ABA	8:30 a.m.-2:00 p.m.
Transition Program	8:30 a.m.-2:00 p.m.

- Fridays only as follows:

In- Person Program	Friday Schedule
Preschool ABA	9:00 a.m.-11:30 a.m.
Elementary ABA	9:00 a.m.-12:15 p.m.
Middle School ABA	8:15 a.m.-11:45 a.m.
High School ABA	8:30 a.m.-12:00 p.m.
Transition Program	8:30 a.m.-12:00 p.m.

- For students who will attend school remotely (while other students are at school):
  - Mondays through Thursdays instruction will be delivered via livestream as follows:

Remote Program	Morning Session	Afternoon Session
Preschool ABA	9:00 a.m.-12:15 p.m.	1:30 p.m.-2:30 p.m.
Elementary ABA	9:00 a.m.-12:15 p.m.	1:30 p.m.-2:30 p.m.
Middle School ABA	8:15 a.m.-11:45 a.m.	1:30 p.m.-2:15 p.m.
High School ABA	8:30 a.m.-12:00 a.m.	1:15 p.m.-2:00 p.m.
Transition Program	8:30 a.m.-12:00 p.m.	1:15 p.m.-2:00 p.m.

- Fridays only instruction will be delivered via livestream as follows:

Remote Program	Friday Schedule
Preschool ABA	9:00 a.m.-11:30 a.m.
Elementary ABA	9:00 a.m.-12:15 p.m.
Middle School ABA	8:15 a.m.-11:45 a.m.
High School ABA	8:30 a.m.-12:00 p.m.
Transition Program	8:30 a.m.-12:00 p.m.

- Remote students will join Google Meet livestream to hear the instruction and see the learning visuals (e.g. charts, vocabulary lists, presentation slides and sample problems).

### *Overview of Curriculum*

- Instruction will be based on the students' IEPs.
- Approximately four (4) sessions each day, twenty (20) to thirty (30) minutes sessions that include:
  - Morning group work – weather, date, getting dressed
  - Activities for data collection purposes
  - Academic topics
  - Read aloud and activities
  - Conversation topics
  - Daily living skills topics

- Socialization topics
  - Movement breaks
  - Closing circles
  - A minimum of one (1) live individual session per week
- Special services staff will communicate the student's individualized schedule closer to the start of the school year.
  - For remote students' teachers will use Google Classroom as a platform for posting assignments, documents, resources and communicating with students.
  - Parents will receive the weekly program via Google Docs.

### *Related Services*

- Services will be delivered through a variety of educational models (push-in, 1:1, small groups in therapy rooms and teletherapy (where feasible and appropriate).
- Therapists will schedule students and select the modality for providing services based on a variety of factors, with the needs of the students as the primary consideration.
- Other factors will include limiting student movement throughout the building, effectively arranging cohorts of students for therapy (where a group is possible) and reducing disruption to instructional time.
- Please refer to the Health & Safety Section of the Handbook for information related to moving students throughout the building, PPE, additional safety measures and use of equipment.
- For remote students teletherapy will be provided for related services.

### *Lunch and Afternoon Screenings*

- Students will wash hands before and after lunch.
- Students will eat in a designated location.
- Tables and chairs will be placed to promote social distancing and students will be spaced no less than six (6) feet apart.
- Staff will wear all appropriate PPE (masks, face shields, gloves, etc.)
- Staff will make every effort to maintain social distancing to the greatest extent possible while providing assistance to students.
- Students will be screened for symptoms and a temperature check will be conducted prior to the start of the afternoon session.
- For procedures from students exhibiting signs and symptoms of COVID-19, please refer to the Health and Safety section of the handbook.

### *Section 504 Plan Accommodations*

- The Department of Special Services, Building Principals and Assistant Principals and district staff will continue to ensure students receive accommodations in accordance with their Section 504 plan to the greatest extent possible.

### *Special Education Transportation*

This section applies to a specific, limited population of special education students who receive transportation services. Bus Drivers and Bus Aides will receive training prior to the beginning of the school year and/or periodically throughout the school year to ensure best practices are maintained. Training will be provided by the transportation coordinator, Director of Facilities, and school nurses and will include:

- Importance of wearing a mask
- Preparing the bus for proper ventilation
- Proper hand and respiratory hygiene
- Social distance spacing within seats
  - If distancing is not possible, students must wear a mask unless doing so would inhibit the individual's health or an accommodation is required
- Proper procedures to load and dismiss the bus to decrease student contact
- Proper cleaning and sanitizing procedures
- Temperature Checks (Bus Aides)

# **SOCIAL EMOTIONAL LEARNING**

The Summit Public School District recognizes the importance of addressing the social and emotional needs of our students and staff. COVID-19 has had a profound impact on so many members in our school community – from trauma to loss to anxiety to depression -and everyone is processing many challenging emotions and experiences. As a school district we are actively preparing to address these difficult experiences and concerns, whether in-person or remote, through relationship building, screening, mental health support, and social-emotional teaching practices. We understand that we do not know the full scope of what the COVID-19 crisis has brought to community members, or what is yet to come. What we do know is that we are committed to working together to reunite as a school community and be a strong source of support during this time.

## **School Culture and Climate**

- Students and staff will be surveyed to assess the needs of the entire school community.
- Staff support services and resources will be implemented through a collaboration among district leadership and outside sources, led by the Department of Human Resources.
  - Staff will receive information and support and resource options throughout the year.
  - Professional development in August 2020 will include topics about the importance of self-care, practical strategies for self-care, as well as tools and strategies to support students.
  - Professional
- Students will receive education in topics related to self-care and wellness and, where indicated, additional support will be provided.
- Parents will be invited to share their understanding and perception of their child's behavior, emotional wellness and challenges as a result of the COVID-19 crisis.

## **Parent Support and Resources**

- Parents will be provided with access to resources prior to the start of the school year to help with the return to school.
- Parents will have access to resources throughout the year to help support them as they support their child(ren).
- Throughout the school year the Department of Special Services, building leadership and school counselors will communicate with parents about specific opportunities for workshops, discussions and meetings concerning social-emotional support for children.

## **Overview of Curriculum**

### *Primary/Elementary Schools*

- Students will participate in morning meetings based in the THRIVE curriculum, which has been updated, and will also be based on lessons designed to be responsive to COVID-19 related traumas and concerns.
- Morning meetings will allow students opportunities to share experiences and emotions, while providing students with tools to:
  - Practice mindfulness
  - Learn self-calming strategies
  - Recognize emotions in self and others
  - Demonstrate empathy
  - Create positive social connections
  - Set goals for personal emotional growth and resilience.

### *Middle School*

- Students will have a Study Hall/Advisory period included in their schedule.
- Students will participate in the Advisory curriculum, which has been updated, and will also be based largely on survey results to be responsive to COVID-19 related traumas and concerns.
- Advisory topics will include:
  - Mindfulness
  - Self-calming strategies
  - Using tools such as journals as a positive outlet.
  - Different ways to engage in self-care, health and well-being.
  - Introducing different hobbies and activities that promote relaxation and wellness.
  - Survey results will be developed into topics and introduced through Advisory throughout the school year.
- Study Hall will be used to allow students time to catch up on school work, ask questions, have a space to relax if necessary and regroup.
  - Study Hall supervisors will be ready to help students with some basic executive function tools and techniques to help students organize homework and project responsibilities.
  - The intention of this time is to help students decrease stress and worry and increase focus.

### *High School*

- Students will have Advisory Groups included in their schedule.

- Students will participate in the Advisory curriculum, which has been updated, and will also be based largely on survey results to be responsive to COVID-19 related traumas and concerns.
- Advisory topics will include:
  - Mindfulness
  - Meditation techniques
  - Restorative circles
  - Using tools such as coloring, deep breathing, relaxation exercises and journals as positive outlets.
  - Different ways to engage in self-care, health and well-being.
  - Managing virtual learning.
  - Survey results will be developed into topics and introduced through Advisory throughout the school year.

# **HEALTH/PHYSICAL EDUCATION**

## **Health/Physical Education**

The Health/Physical education curriculum will be utilized in conjunction with the Social-Emotional support of students.

- Health curriculum covers disease, the body systems, mental health, and stress management and particular emphasis will be placed this year on connecting the topics with the well-being of our students.
- Physical education activities will focus on personal fitness without the use of equipment, meditation and mindfulness, and socially-distanced lawn games.
  - As noted in the HEALTH & SAFETY section of this handbook, lockers will not be assigned or in use during the 2020-2021 school year.
  - Students should plan to wear comfortable clothing and sneakers to school on days when they are scheduled to have Physical Education.
  - Unauthorized use of a locker on school premises will be deemed a violation of the Code of Conduct and will be addressed as such.

## **Recess**

The current in-person instruction plans will exclude recess.

- Classes may take place outside on school environs; however, playground structures and equipment will not be used.
- Please note that the NJ DOE minimum standards state that to mitigate risk, individuals should limit and/or eliminate direct contact with equipment.

# **REGISTRATION/INSTRUCTIONAL PLAN SELECTION**

## **Registration/Plan Selection for September 2020**

- Parents will be required to complete an on-line registration in which they select the Instructional Plan of their choice for their child(ren).
  - The on-line registration must be completed no later than **Sunday, August 9, 2020.**
  - Parents/Guardians are required to select whether their child(ren) will attend school in-person or via full-remote. This section cannot remain blank.
- Parents who do not complete the survey will result in their child(ren) being enrolled in the in-person option.
- The selection of the remote instructional plan will be unchangeable during the first month of the school year, as the number of students in the building impact health and safety protocols and procedures including, but not limited to: facilities set up, cohort selection, classroom assignments materials preparation and the planning and management of safety and risk-mitigation measures throughout the buildings.

## **Changes in Plan Selection**

### *In-person to Remote*

- Parents who wish to change from in-person to full remote may do so at any time. There will be a one (1) week transition period before a student is fully enrolled remotely.
- Requests must be made in writing to the building principal(s) so that class/course assignment and attendance can be properly recorded.
- Once a student moves from in-person to remote, the procedure to change from remote to in-person must be followed, including all timelines.
- If a student is required to quarantine, they may participate in the assigned remote classes until the quarantine period is over. At the end of the quarantine the student may return to in-person instruction after complying with the procedures provided by the school nurse.

### *Remote to In-person*

- Students who are remote may only switch to in-person during the monthly registration periods (see below). Extraordinary circumstances will be considered on a case by case basis by the Superintendent. All such decisions are final.
- Prior to each marking quarter an email will be sent to all parents/guardians notifying them of the registration period.
  - If you are not making a change, you do not need to take any action.

- Requests for a change to in-person must be made in writing to the building principal(s) no later than the registration deadline so that class/course assignment and attendance can be properly recorded and appropriate health and safety precautions may be put into place.

*Registration Periods for the 2020-2021 School Year*

<b>Registration Deadline</b>	<b>Registration Period</b>
August 9, 2020	September 1, 2020 - September 30, 2020
September 15, 2020	October 1, 2020 - October 31, 2020
October 15, 2020	November 1, 2020-November 30, 2020
November 15, 2020	December 1, 2020 - December 31, 2020
December 15, 2020	January 1, 2021 - January 31, 2021

*\*Registration periods that extend into 2021 will be communicated at a later date.*

# ATTENDANCE

## **General Attendance Protocols**

The current Summit Public School District's Attendance Policy (P5200) will remain in effect and apply to all students regardless of the method for delivery of instruction (in-person, hybrid and remote).

### *All Schools*

- Parents will be notified of excessive absences per the Attendance Policy.
- Parents may receive communications from the Building Principal, Assistant Principal(s), Guidance Counselor or member of the Teaching Staff in response to remote learning absences that, while not requiring formal notice per the Attendance Policy, may reflect concerns for student engagement and participation while in the remote setting.

### *Primary/Elementary*

- Teaching Staff will take student attendance twice a day: once at the start of the morning session and again at the start of the afternoon session.

### *Middle School/High School*

- Teaching Staff will take student attendance at each class period during both the morning and afternoon sessions.

## **Late Drop Off/Early Pick Up**

In an effort to reduce the number of people in the school buildings there will be some modifications to the protocols for late drop off/early pick up during the COVID-19 Crisis.

- Late Drop Off:
  - Primary/Elementary Schools
    - Parents must email or call the main office with as much notice as possible, but no later than 8 a.m., to notify the school that the child(ren) will be arriving late and to provide the approximate arrival time, if known.
    - Upon arrival parents should walk their children to the main entrance of the school building and ring the buzzer.
      - A staff member will come outside to greet the family and welcome the student into the school building.
      - Building principals will notify parents of any additional protocols that may be required.
  - Middle/High Schools

- Parents must email or call the main office with as much notice as possible, but no later than 7:30 a.m., to notify the school that the child(ren) will be arriving late and to provide the approximate arrival time, if known.
  - Upon arrival students should check in with the main office of the school building.
  - Building principals will notify parents of any additional protocols that may be required.
- Early Pick Up
    - All Schools:
      - Parents will need to arrange by written notification (email) to pick up a student early from in-person school. This notification should be sent to the main office secretary as far in advance of the need to pick up as possible, and should include the student's name, time of pick up, whether the student will be returning, and time of anticipated return.
      - Parents must provide written notification (email) to pick up a student early from school.
        - Absent an emergency, notification should be sent to the main office as far in advance as possible, but no later than 2 p.m. on the date prior to pick up.
        - The written notice should include the following:
          - Student's name;
          - Time of pick up;
          - Subject/class period/teacher (if known), and;
          - whether the student will be returning and, if so, the anticipated time of return.

## **DELAYED OPENINGS**

Should a delayed opening be required due to inclement weather the Summit school district plans to utilize a full remote schedule for that day.

- The Summit school district is currently awaiting confirmation from regulatory authorities that a district wide full remote learning day, due to inclement weather, will count towards the 180-day requirement to complete the school year.
- Should an alternate plan be required, the plan for delayed openings will be communicated.
- As with all inclement weather-related decisions, timely notice will be given to the community.

# MEALS

The Summit School District policies support students in making healthy choices and emphasize education about good nutrition and the importance of healthy eating. The food service program is designed to align with district policy and to meet or exceed Federal and State standards for food options for students. In response to the COVID-19 crisis, meals will be made available while ensuring that effectively safety and risk mitigation measures are taken.

## **Meals to be Offered During the 2020-2021 School Year**

- The Summit school district is participating in the National School Lunch Program for the 2020-2021 school year.
- Parents will have the ability to prepay for meals online utilizing the district POS System.
- Parents will receive information directly from the district about qualifying to receive meals at no-cost or reduced cost.
  - Parents should complete the paperwork as soon as possible and return it to the main office of your child(ren)'s school.
- All meals for qualifying students will be claimed as appropriate for reimbursement under the USDA NSLP.
- All food services will be available following a “Grab-N-Go” model, which consists of pre-made offerings that may be accessed with limited contact or time waiting in a line.
- “Grab-N-Go” meals will be USDA approved and will consist of:
  - An entrée (protein and grain)
  - Vegetable
  - Fruit
  - Milk

### *Which Meals Are Being Offered?*

- Lunch will be available to all students throughout all of the schools.
- Breakfast will be available in select school buildings.
  - Breakfast offerings will be available only to students in attendance at that school.
  - Breakfast (if selected) will be picked up during lunch distribution. It is intended to be consumed the following day.

<b>School</b>	<b>Breakfast Service</b>	<b>Lunch Service</b>
SHS	x	x
LCJSMS	x	x
Brayton Elementary School		x

Franklin Elementary School		X
Jefferson Elementary/Primary Schools	X	X
Lincoln-Hubbard Elementary School		X
Washington Elementary School		X
Wilson Primary Center		X

*How Will Meal Pick Up Work?*

- Building Principals will coordinate meal pick up times for their building.
- Social distancing will be observed at all times while students are in line for pickup of meals.
- Once students pass the register, they will leave the cafeteria and either return to class or be dismissed at the direction of the Building Principal.

**Safety Measures for Food Service**

- All areas of the kitchen will be cleaned and sanitized frequently throughout the day.
- Food preparation areas and surfaces will be cleaned and sanitized continuously.
- For procedures about the cleaning and sanitizing of the facilities, please refer to the Health and Safety section of the handbook.

**Students Eating Lunch at School**

- All students will wash hands before and after lunch.
- Students will eat in a designated location that is conducive to open space and distancing.
- Tables and chairs will be placed to promote social distancing and students will be spaced no less than six (6) feet apart.
- Staff will wear all appropriate PPE (masks, face shields, gloves, etc.)
- Staff will make every effort to maintain social distancing to the greatest extent possible while providing assistance to students.
- Students will be screened for symptoms and a temperature check will be conducted prior to the start of the afternoon session/related service session.
- For procedures from students exhibiting signs and symptoms of COVID-19, please refer to the Health and Safety section of the handbook.
- For procedures about the cleaning and sanitizing of the facilities, please refer to the Health and Safety section of the handbook.

# **FACILITIES/EXTRACURRICULAR** **ACTIVITIES**

## **USE OF FACILITIES OUTSIDE OF SCHOOL HOURS**

- Until further notice school facilities will not be available for use by outside groups and organizations.
- Community based needs, such as after care in partnership with The Connection or other requests deemed essential will be considered in accordance with regulations in place at the time of the request, together with a thorough evaluation of the available space and the additional cleaning necessary to maintain building environments that are safe, clean and conducive to the operation of our facilities during the school day.
- As we monitor the pandemic and receive additional information and guidance from the CDC and New Jersey State and local officials we will continue to revisit our use of facilities plan and adjust accordingly.

## **EXTRACURRICULAR ACTIVITIES**

The District is currently waiting on further guidance from State officials regarding extracurricular activities. Please revisit this section regularly for the most up-to-date information.

# **TECHNOLOGY**

In response to the COVID-19 Crisis technology is more important than ever before in education. The District is committed to each student having the resources and access needed to successfully participate in learning and to ensuring that all students and staff feel comfortable and connected across the virtual platform.

- All district policies concerning the use of technology must be followed.
- The Technology Department will be conducting surveys during the start of the school year to identify what additional resources/training students and staff need to more successfully participate in the remote learning environment.
- Technology Coaches will be working throughout the district to support staff and students and ensure that lessons are successful and consistent across classes and grade levels.

## **Student and Chromebooks During the 2020-2021 School Year**

- All Students in Kindergarten through Grade 12 will be provided with a Chromebook.
  - There will be a new 1:1 initiative for students in Kindergarten through Grade 2 and additional resources will be provided to parents/teachers of these students that will allow them to help their students login.
  - In connection with the new 1:1 initiative for students in Kindergarten through Grade 2, these students will also receive training and resources that include using video-conferencing, using Google Classroom, rules and expectations for being safe online.
- All Students will be expected to bring back and forth between home and to school every day:
  - Chromebooks
  - Chargers
- Email accounts will be extended to students in Grades 3 and 4, accompanied by age appropriate training and support.
- Students must use all communications tools and accounts approved by the district to communicate with other students and staff for all school-related work or activities.

## **Parent/Student Troubleshooting & Support – Software & Systems**

- Support with educational tools from parents/students must always start with the student's classroom teacher.
  - If the classroom teacher is not able to assist the parent, the teacher should email the Technology Coach to explain the issue/need. The Technology Coach will then work with the teacher and/or the student in-school to resolve the issue.
  - Contact information for the Technology Coaches may be accessed at [District Closure Resources section of the Technology Office Website](#)

## **Equipment Return & Distribution of Devices**

- Only certain grades will return devices that were distributed during the 2019-2020 school.
- Unless indicated below, the student should keep the device issued to them during the 2019-2020 school for use during the 2020-2021 school year.
- Devices distributed during the school year are categorized as follows:
  - Standard Issue (Grades 5-12)
  - Emergency Issue (Grades K-4)

### *Kindergarten and Grade 1*

- All emergency devices distributed during the 2019-2020 school year will be collected in school.
- All students will receive a standard issued device.

### *Grade 2*

- All emergency devices distributed during the 2019-2020 school year will be collected in school.
- All students will receive a standard issued device.

### *Grade 3*

- All students who received an emergency issued device during the 2019-2020 will keep and use that device as the standard issued device during the 2020-2021 school year.
- All other students will receive a standard issue device.

### *Grade 4*

- All students who received an emergency issued device during the 2019-2020 will keep and use that device as the standard issued device during the 2020-2021 school year.
- All other students will receive a standard issue device.

### *Grade 5 (Standard Annual Chromebook Replacement)*

- All standard and emergency devices distributed during the 2019-2020 school year will be collected in school.
- All students will receive a standard issued device.

### *Grade 9 (Standard Annual Chromebook Replacement)*

- All standard and emergency devices distributed during the 2019-2020 school year will be collected in school.
- All students will receive a standard issued device.

## **Repair of Chromebook Protocols for In-Person Students**

- Elementary/Primary: Students and parents requesting assistance should report the issue to the homeroom teacher who will then submit a ticket to the Technology Support Team.
  - The Technology Support team will respond and try to address the problem while the student is still in school. This is our normal operating procedure.
  - In the event the district is closed and returns to remote learning please follow the Repair of Chromebook Protocols for Remote Students.
- Middle School: Students should take their device to the Fishbowl lab, complete an online help request form at the kiosk in the lab, and then leave the device with the lab aide.
  - The Technology Support team will respond and try to address the problem while the student is still in school. This is our normal operating procedure.
  - In the event the district is closed and returns to remote learning please follow the Repair of Chromebook Protocols for Remote Students.
- High School: Students should take their device to the Technology Office in room 105, complete an online help request form at the kiosk, and then leave the device with the technician.
  - The student should not wait for the repair. Instead, the technician will notify the student when the device is ready. The technician will try to address the problem while the student is still in school.
  - The student leaving the device is a slight variation of our normal operating procedure. it is intended to reduce the time of exposure for all parties while the device is being worked on.
  - In the event the district is closed and returns to remote learning please follow the Repair of Chromebook Protocols for Remote Students.

## **Repair of Chromebook Protocols for Remote Students**

- Students and parents requesting technical assistance at any level should email the Technology Support Team at [problem@summit.k12.nj.us](mailto:problem@summit.k12.nj.us)
- A Technology Support Team member will claim the email and then reach out to the student/parent that submitted it to begin the troubleshooting process.
  - This procedure should also be used for resetting passwords.
- In the event that a replacement device is required, the Technology Support Team will provide directions for the student/parent to return the broken device and get a replacement device using the district's package management system.
  - The package management unit may be accessed through the main doors to the Middle School.
  - This system allows individuals to use an emailed bar code to open a locker from the package management unit.
    - This system ensures contactless replacement of broken devices.

# **ATHLETICS**

The Summit school district has long recognized the value of athletic competition as an integral and formative part of the school experience. Learning the value of teamwork, competition, good sportsmanship and the importance of being coachable are life skills that go well beyond the athletic arena. Nothing, however, is more important than the health and safety of our students, staff members and their families. Athletic events, even outdoors, are proving to be an area that raises specific concerns during this pandemic. The Summit School District is committed to fostering student engagement in sporting activities so long as risk-mitigation measures sufficiently reduce the risk of infection.

- All student athletes registered to receive instruction from the Summit school district are permitted to participate in athletics, regardless of whether they are attending school in-person or remotely.
- Summit school district will follow all regulations and guidance issued by the State of New Jersey and the New Jersey State Interscholastic Athletic Association (NJSIAA) concerning the participation at sporting events. We will adhere to all rules and guidance issued, some examples of which include:
  - Student athlete health screening and safety, mask wearing while not engaged in active play, use of public facilities and conduct during an athletic event;
  - Permitted number of coaching staff, health screening and mask wearing for coaching staff;
  - Limits on spectators, or absence of spectators to reduce crowds, and;
  - Specific safety measures before, during and after practices and competitions.
- During the COVID-19 crisis, the decisions, guidelines and regulations that impact the varsity high school sports schedules and/or seasons will be applied similarly to all high school and middle school athletic programs. While we will make our best attempt to fulfill all seasons, it should be noted that it is possible that different levels of athletic programs will experience different impacts of decisions that are made.
- The Athletic Department will provide information as it becomes available.