

WARREN HILLS REGIONAL SCHOOL DISTRICT

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Earl C. Clymer, III
Superintendent



Donna Palmiere
Business Administrator

Dawn A. Moore
Assistant Superintendent
for Curriculum & Instruction

Dennis Mack
Director of Human Resources

www.warrenhills.org

WARREN HILLS REGIONAL SCHOOL DISTRICT REOPENING PLAN FALL 2020

AD HOC REOPENING PLANNING COMMITTEE MEMBERS

C. Hamler	S. Bodenschatz	S. Knutson	E. Walls	E. Clymer
D. Palmiere	D. Moore	D. Mack	A. Sbriscia	D. Guth
A. Brown	M. Rowlin	T. Jaw	M. Jones	C. Kavcak
N. Remondelli	B. Duryea	M. Gaffney	H. Ranalli	C. Tyburczy
T. Downs	G. Regan	D. Detrick	J. Balas	

The Ad Hoc Reopening Committee met on June 4, 2020, July 7, 2020 and July 27, 2020

Ad Hoc Reopening Sub Committees:

Educational Policy & Technology

Health, Wellness & Safety

Facilities

Security

Community forums via Zoom were facilitated by District and Building Administration on:

July 14, 2020

July 16, 2020

July 28, 2020

Faculty & Staff Forums were facilitated by District and Building Administration on:

July 14, 2020

July 16, 2020

Pandemic Response Team:

Earl C. Clymer, III, Superintendent
Dennis Mack, Director of Human Resources
Chris Kavcak, HS Principal
Nick Remondelli, MS Principal
Mary Louise Rowlin, Supervisor of Special Education
Mike Jones, Director of Athletics & Student Activities
Dr. Jeffrey Merkle, School District Physician
Bonita Duryea, HS Nurse
Michelle Gaffney, MS Nurse
Kevin Call, Athletic Trainer
Tim Downs, HS SAC
Christine Tyburczy, MS SAC
Kim Eilenberger, HS Health/Physical Education Teacher
Linda Katstra, MS Nurse
Jeff Greenfield, Director of the School Based Youth Services Program

Established timeline for completion of Reopening Plan:

July 2nd (or 3rd) – July 8th → Staff will be completing surveys to gather their input on returning to the building.

July 9th – July 10th → Survey results analyzed, decisions made about our direction

July 13th – July 15th → development of instructional schedules, establishing policy recommendation and transportation decisions

July 16th – July 31st → Plans are shared with various stakeholders, committees, faculty/staff, and focus groups to gather feedback and revise as necessary

August 3rd plans are released to the public.

10 Critical Areas of Operation**General Health & Safety Guidelines**

- All persons entering any district building will be required to wear a face covering.
- All persons entering any district building will have a temperature check and complete a daily health screening.
- All in-school meetings will be virtual until further notice.
- All field trips are suspended until further notice.
- Signage regarding appropriate social distancing and hygiene best practices will be placed on the walls and floors of all district buildings.
- Limited availability and strict monitoring and cleansing of restroom facilities in all district buildings will be followed.
- Respectful quarantine of anyone who is symptomatic or has a temperature of 100.4 or higher will be followed.

Classroom, Testing & Therapy Rooms

- Daily instructional schedule will accommodate a reduced student population for in person instruction. The remainder of students not in the building will take part in our Remote Teaching and Learning Environment.
- While in classrooms, all students and staff are required by the district to wear facial coverings regardless of class size.
- Related services will be offered as a push-in model where applicable.
- If in-person testing is necessary it will take place in areas that are conducive to social distancing such as the auditorium, gymnasium, and cafeteria.
- Shared workspaces, labs and other shared equipment will be sanitized/cleaned at the conclusion of each classroom session. (If classes change)
- Students will be seated 6' apart per CDC and NJDOH guidelines.
- Wall mounted, automatic hand sanitizing stations will be placed in each room.
- Disinfectant wipes and additional supplies of hand-sanitizer will be available in every classroom, office area and common area.
- Signage will be placed in classrooms, hallways, office areas and common areas promoting prescribed hygiene, hand washing, face covering and social distancing procedures, per required guidelines.

Transportation

- The district will work cooperatively with our Transportation Coordinator and Contractors to adhere to state and federal guidelines for student transportation.
- The bus driver and all students are required to wear face coverings.
- Students not wearing a face covering will not be permitted on the bus.
- All contractors must provide training to all bus drivers on identifying COVID-19 symptoms or if they recognize a student with symptoms. Training will be based on prescribed protocols from the CDC.
- Buses must be sanitized between each bus run and again at the end of the day. The disinfectant must meet EPA's criteria for use against SAR-COV2. Alcohol solutions must contain at least 70% alcohol. Frequently touched surfaces such as railings, seat belts and tops of seats should be cleaned routinely.
- Windows should be open except during inclement weather to encourage ventilation.

Student Flow, Entry, Exit and Common Areas

- HS students and faculty will enter and exit through 3 designated locations. Each location will be fitted with Thermal Imaging Cameras.
- MS students and faculty will enter and exit through 2 designated entrances fitted with Thermal Imaging Cameras.
- Social distancing will be maintained during class changes by requiring all students to walk six feet apart on the right side of the hallway only and in the same direction.
- Social distancing markings and directional guides will be placed on the walls and floors.
- One way hallways and stairwells will be clearly marked to ensure social distancing throughout the buildings.

- Entry into the building will require all individuals to receive a temperature check. Anyone with a temperature of 100.4 or above will be respectfully quarantined and sent home.
- Social distance will be maintained during the initial student entry in the morning by using a queue setup at multiple entry points. Markings will be placed on the sidewalk to remind students to keep six feet apart.
- Students will be dismissed from the building in small groups as designated by the administration.
- The use of common areas will be limited to times when social distancing can be maintained and when students are supervised such as testing, related services, etc.
- All individuals are required to wear face coverings at all times while in the building.

Screening, PPE and Response to Student & Staff Presenting Symptoms

- All persons entering any district building will be required to wear a face covering unless doing so would inhibit the individual's health.
- All students, faculty and visitors will be required to enter through designated entrances to ensure appropriate screenings are completed.
- COVID-19 Self-check waiver forms will be made available online.
- Parent/Guardian(s) are encouraged to monitor students for signs and symptoms and keep students home if they are demonstrating any symptom.
- Accommodations will be made for individuals with disabilities.
- Accommodations for students and staff at high risk will be provided through the implementation of barriers, appropriate PPE including but not limited to face shields, desk shields and additional cleaning/disinfecting protocols.
- All individuals entering the building will be required to answer a daily COVID pre-screening questionnaire. COVID pre-screening questions will be posted at entrances and will be referred to as individuals enter the building. An online form will be made available on our website that will be filled out prior to arrival on campus.
- All individuals entering the building will be required to have a temperature check. Temperature checks will be done using thermal imaging cameras and contactless thermometers.
- Individuals with a temperature of 100.4 degrees or above will be safely and respectfully isolated from others. These students will be escorted to an isolation space until parent contact is made and the transportation home is arranged. This space will be supervised by district health personnel.
- Symptomatic individuals who are not students will be denied access into the building.
- District personnel working in the COVID isolation space must be equipped with an N95 mask, eye protection/face shields, gown, and protective gloves.
- PPE equipment such as gloves and face coverings have been ordered for distribution to faculty, staff, and students.
- Anyone who has tested positive for COVID may not return to school until they are cleared by a physician and have quarantined for the appropriate amount of time as per the guidelines of the CDC. The County Health Department will advise Warren Hills Schools on the exact return date of any individual testing positive.

- The district has ordered masks, 25 cases of disinfectant, 2 temperature checking kiosks, and 30 infrared thermometers. Thermal Imaging cameras ordered include 2 for the middle school and 3 for the high school. Also, Hydroxyl Generators have been ordered, for the MS Health Office, for the HS Health Office and the Athletic Trainer's Office.

Mental Health & Social/Emotional Protocols/Procedures

The Warren Hills Regional School District will utilize the following Mental Health Protocols/Procedures to ensure the Social/Emotional well-being of our school community:
Needs Assessments:

- Surveys will be provided to Students, Staff and Parents to determine specific needs of our school community
- Interviews will be conducted In-person (Students and Staff), Online, through VideoConference, Teleconference and Texting.

Triage

- Students-Interventions
 - Investigate/Report pursuant to law and policy
 - Provide School Counseling
 - Referral to School-Based
 - Individual & Group (socially distanced) Counseling Sessions
 - When necessary, Referrals made to Outside Public/Private Evaluation and Counseling Services, Behavioral Services, State Agencies, private non-profit services, Hotlines/Helplines and Educational Materials.
- Staff-Interventions
 - Referral to Outside Public/Private Evaluation and Counseling Services, Outside Public/Private Behavioral Services, State Agencies, private non-profit services, Hotlines/Helplines and Educational Materials.
- Parents-Interventions
 - Report as necessary pursuant to law and policy
 - Referral to Outside Public/Private Evaluation and Counseling Services, Outside Public/Private Behavioral Services, State Agencies, private non-profit services, Hotlines/Helplines and Educational Materials.
- Delivery of Services
 - In-person services in compliance with accepted procedures of the BOE including but not limited to, Individual counseling and Group counseling
 - Video, Teleconference and Chat/Text features with available counseling resources. Services include but are not limited to, Group and individual counseling.

Case Management responsibilities are assigned to monitor progress and provide status reports as necessary/permissible under applicable laws and regulations. Potential resources for additional support are included, below, as examples.

<https://www.nj.gov/education/covid19/studentsfamilies/wellness.shtml>

<https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/coronavirus-resources>

**HUNTERDON, SUSSEX & WARREN COUNTY REGIONAL COVID-19 SCHOOL COMMUNITY CONTAINMENT GUIDELINES
JULY 26, 2020**

SITUATION:	CONTAINMENT RESPONSE	NOTE
Confirmed Case (Student or Faculty)	<ul style="list-style-type: none"> • May recommend school-wide virtual instruction for a day to allow health department to complete investigation and contact tracing • All students and faculty in class or on bus with a confirmed case are quarantined for 14 days • Confirmed case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. 	
Probable Case (Student or Faculty)	<ul style="list-style-type: none"> • May recommend school-wide virtual instruction for a day to allow health department to complete contact tracing investigation • All students and faculty in class or on bus with a probable case are quarantined for 14 days or until Probable Case tests negative • Probable Case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. • Probable Case is recommended for testing 	Probable cases should already have been under quarantine as close contacts and should not have been in school.
Reported Symptoms of COVID-19 with no known exposure to a confirmed case (Student or Faculty)	<ul style="list-style-type: none"> • Student and faculty member with symptoms of COVID-19 stays home for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. May return earlier after negative COVID-19 test or alternative diagnosis is confirmed • Symptomatic person is recommended for testing 	Based on NJDOH COVID-19 Guidance for Reopening Childcare 7/20/20
Close Contact (Student or Faculty)	<ul style="list-style-type: none"> • Student or faculty that are close contacts of confirmed cases outside the school will quarantine for 14 days from last date of exposure 	

Assumption:

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

Definitions:

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

Contact Tracing

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

Facilities Cleaning Practices

- Routine cleaning schedules will be enhanced to ensure the sanitizing and disinfecting of frequently touched surfaces, objects, items, etc.

- All cleaning/sanitizing products will meet prescribed CDC and EPA guidelines for effectiveness in battling COVID-19.
- Classroom doors and windows will be propped open to ensure fresh air ventilation.
- Restroom use will be restricted to one person at a time and will be monitored by staff and/or security personnel.
- A limited number of restrooms will be open to ensure effective monitoring and maintaining of facilities.
- Restroom doors will be propped open where feasible.
- Restrooms will be cleaned and disinfected hourly and after every change of class.
- Electrostatic cleaning guns will be used to disinfect classrooms, restrooms, busses, hallways, doorknobs, handrails, and offices.
- Hand sanitizer will be available in all classrooms, offices and specific locations in hallways as prescribed by medical professionals.
- Approved disposable wipes will be placed in each classroom and available to staff for the cleaning of keyboards and other frequently touched surfaces and objects.
- The district will ensure adequate supplies of cleaning materials are available to support enhanced cleaning practices and protocols.
- Barriers will be placed in restrooms where sinks are not 6' apart.
- Water fountains will be shut down. Students will be encouraged to bring their own water. Bottle refilling stations will remain operational.
- Sports equipment will be sanitized as per the guidelines of the NJSIAA for phase one of athletic reopening using a disinfectant sprayer.

Meals

- Breakfast will be provided in the classroom on a daily basis during in-person instructional days. Breakfast orders will be placed the day before using a selection sheet provided by Maschio's Food Services.
- Student "to go" lunches will be delivered to the classroom at the conclusion of the final period of each day during in-person instructional days.
- During at-home virtual instruction, students who qualify for free and reduced lunch will receive breakfast (MS only) and lunch (MS & HS) from Maschio's Food Services.
- There will be no cash sales. All sales transactions will take place using the [Mypaymentsplus](#) platform.
- Students who are absent from an in-person instructional day will be able to pick up their meals at Warren Hills Regional the following day during their on-line instructional time.
- The monthly Maschio's Food Services menu is available to view at <https://warrenhills.nutrislice.com/menu/>
- Maschio's Food Services will provide a Google Document in order to remain contactless that will be used to order meals on a weekly basis.

Physical Education

- Locker rooms and team rooms will be closed until further notice.
- Students participating in physical education classes should come to school wearing attire and shoes that are appropriate for physical activity.

- Teachers will focus more on individual pursuits or skills rather than traditional team sports or activities (e.g., dance and rhythms, exercises without equipment, fitness, mindfulness, outdoor pursuits, track and field, yoga, meditation, kicking and target games, and other low-impact pursuits).
- Teachers will use games and activities that require no physical contact and do not require students to be in close physical proximity to each other.
- Teachers will ensure lessons are planned around the available space for instruction, both indoors and outdoors.
- When indoor spaces are utilized, gym doors may be propped open for increased ventilation.
- Use of physical education equipment will be limited. Should equipment be used for any classes, all appropriate sanitation procedures by appropriate agencies will be followed.

Extra Curricular Activities and Use of Facility

- Extra Curricular appointments will be approved on an “as needed” basis. If approved, activities will:
 - adhere to the same social distancing and hygiene protocols setup for the classrooms
 - be held virtually whenever it is feasible
- Appointments of stipend positions for student activities/clubs will be determined on a case by case basis by the Director of Athletics & Student Activities and the Superintendent
- Warren Hills Regional School District facilities will not be available for any outside organizations that are not affiliated with the district until further notice.
- Until further notice, all in person field trips will not be permitted.

Athletics

- Warren Hills Regional School District will follow the guidance provided by the NJSIAA
- Warren Hills Regional School District is following the guidance of the NJSIAA for all phases of summer workouts and conditioning activities starting on July 20, 2020.
- Warren Hills Regional School District will follow the guidance of the NJSIAA in regards to competition during specific sport seasons.
- Warren Hills Regional School District reserves the right under local control to cancel seasonal athletic activities when deemed necessary in the best interest of the health and safety of our student athletes, coaches and volunteers.

Continuity of Learning

Delivery of Special Education Services

- All educational planning will reflect students needs per their Individualized Education Plan.
- Medically fragile students may choose full remote instruction to ensure their health and safety.
- Open, clear and consistent communication among teachers, parents and CST members is pertinent to keep the entire IEP team informed of any issues that arise to ensure it is dealt with in a timely manner.

- Our CST Team will continually monitor students on their caseloads to ensure they are appropriately placed and are adequately supported.
- Paraprofessionals will be utilized to support students for both in person and online instruction as mandated by the student's IEP.
- Related services will continue to be provided in person or virtually as indicated by the student's IEP.
- All Evaluations will be completed in a timely manner to the greatest extent possible.
- Specialized programming and schedules will be created to support our students with severe needs based on their IEP and programming offered by Warren Hills School District.
- Focus for our specialized programs/schedules will be social and emotional learning as well as life skills and the development of independence

Technology & Connectivity

- 1:1 Needs
 - The Warren Hills Regional School District 1:1 program provides a Chromebook device to each student. The district's 1:1 program is fully implemented and almost all students complete the required agreement to receive a district-owned device. Students are able to request technical support for their 1:1 devices through teacher reporting or emailing the Technology Department at technology@warrenhills.org. The Technology Department maintains a self-repair program and returns devices to students in a reasonable timeframe. When a repair cannot be completed as quickly, the district has loaner devices available for student use.
- Connectivity
 - The Warren Hills Regional School District supports student connectivity to internet based resources through district owned hotspots. The district identifies students in need of connectivity support through a questionnaire included in the annual required student forms in Genesis. In addition to district owned hotspots, the district also recommends the Comcast Internet Essentials program and local partnerships with institutions such as the public library to provide support for student connectivity.
- Applications
 - The Warren Hills Regional School District provides a number of educational technology-based resources for student learning. After the spring 2020 remote learning experience, the district re-evaluated its approved list of technology-based resources and identified streamlined resources to support student learning.
 - The district also identified and acquired access to additional resources to support classes which use specialized software applications or did not have technology based resources available in the past. The district utilizes a formal evaluation and approval process for most technology based instructional resources in an effort to provide the most efficient technology tools for student learning. A listing and description of approved resources can be found on the Warren Hills Regional School District Technology Department website at <https://www.warrenhills.org/technology>.

Curriculum, Instruction & Assessment

- All Warren Hills Regional students have equitable access to remote learning technologies as well as in-person instructional resources.
- All students are provided a district issued laptop as well as devices to enhance connectivity to ensure fully remote access for all students.
- Warren Hills Regional has formed a partnership with many types of stakeholders by forming a reopening committee that includes: district administrators, teachers, support staff, school board members, and parents.
- All students will be required to “check-in” on a Daily basis in all instructional models presented. Electronic “check-in” details will be forthcoming.
- Warren Hills Regional has continually monitored its learning model through direct supervision by district administration. There is regular communication among teachers, counselors, and families to keep them current of student progress.
- Staff, students, and families have been surveyed seeking input and feedback on scheduling, instruction, and assessments.
- To provide a comprehensive support system, Warren Hills Regional utilizes a full CST Team, Student Assistance Counselor, and Guidance Department.
- Communication has occurred through the establishment of a dedicated web page, multiple faculty and community forums, BlackBoard mass notification messages, and emails to the school community through our SIS, Genesis. The Ad Hoc Reopening Committee was established in June and multiple sub committees were created to review and create plans for reopening.
- Educators are provided training and planning time for new instructional techniques during summer hours as well as during PLC in-services throughout the year. Consistency in each content area is achieved by providing common planning times, common assessments, and direct supervisor coordination.

Virtual & Hybrid Learning Environment

SCHEDULES

The schedules below have been developed to account for changing restrictions and guidelines from the CDC and the New Jersey Department of Education. The “Full Remote” schedule is for students who opt for remote learning or if we are mandated to close our building or for any student who elects this learning option. The “Hybrid Schedule” would be in place for in-person learning, based on the current CDC and NJ Department of Health guidelines and regulations. The “Full Return Schedules” would be in place if restrictions lessen and we are able to return our entire student body to the school at the same time.

HIGH SCHOOL SCHEDULES

Full Remote

Monday		Tuesday		Wednesday		Thursday		Friday	
Block	Time	Block	Time	Block	Time	Block	Time	Block	Time
A	10 - 11	E	10 - 11	A	10 - 10:30	A	10 - 11	E	10 - 11
				B	10:30 - 11				
B	11:05- 12:05	F	11:05- 12:05	C	11 - 11:30	B	11:05- 12:05	F	11:05- 12:05
				D	11:30 - 12				
Lunch									

C	12:35 - 1:35	G	12:35 - 1:35	E	12:30 - 1	C	12:35 - 1:35	G	12:35 - 1:35
				F	1 - 1:30				
D	1:40- 2:40	H	1:40- 2:40	G	1:30 - 2	D	1:40- 2:40	H	1:40- 2:40
				H	2 - 2:30				

Teachers' Office Hours 9 - 10am

Hybrid Schedule

Group	Monday	Tuesday	Wednesday	Thursday	Friday
Group A A-L (Tentative)	In-person	Remote	Remote	In-Person	Remote
Group B M-Z (Tentative)	Remote	In-person		Remote	In-person

Monday		Tuesday		Wednesday		Thursday		Friday	
Group A In-Person		Group B In-Person		All Remote		Group A In-Person		Group B In-Person	
Block	Time	Block	Time	Block	Time	Block	Time	Block	Time
E	10 - 11	E	10 - 11	A	10 - 10:25	A	10 - 11	A	10 - 11
				B	10:30 - 10:55				
F	11:05 - 12:05	F	11:05 - 12:05	C	11 - 11:25	B	11:05 - 12:05	B	11:05 - 12:05
				D	11:30 - 11:55				
G	12:10 - 1:10	G	12:10 - 1:10	E	12:30 - 12:55	C	12:10 - 1:10	C	12:10 - 1:10
				F	1 - 1:25				
H	1:15 - 2:15	H	1:15 - 2:15	G	1:30 - 1:55	D	1:15 - 2:15	D	1:15 - 2:15
				H	2 - 2:25				

Teachers will have open office hours for 1 hour each day.

- Video & weekly plan released on Wednesday
- Live interaction on throughout the schedule
- Work due on the following Wednesday

Full Day (Split Lunches)

Day 1		Day 2		Day 3		Day 4					
A	7:45 - 8:25	B	7:45 - 8:25	C	7:45 - 8:25	D	7:45 - 8:25				
B	8:30 - 9:10	C	8:30 - 9:10	D	8:30 - 9:10	A	8:30 - 9:10				
C	9:15 - 9:55	D	9:15 - 9:55	A	9:15 - 9:55	B	9:15 - 9:55				
D	10:00 - 10:40	A	10:00 - 10:40	B	10:00 - 10:40	C	10:00 - 10:40				
E	10:45 - 11:55	A Lunch	F	10:45 -	A Lunch 10:45	G	10:45 -	A Lunch 10:45	H	10:45 -	A Lunch 10:45 -

		10:45 - 11:15		11:55	- 11:15		11:55	- 11:15		11:55	11:15
		B Lunch 11:25 - 11:55			B Lunch 11:25 - 11:55			B Lunch 11:25 - 11:55			B Lunch 11:25 - 11:55
F	12:00 - 1:10	C Lunch 12:00 - 12:30	G	12:00 - 1:10	C Lunch 12:00 - 12:30	H	12:00 - 1:10	C Lunch 12:00 - 12:30	E	12:00 - 1:10	C Lunch 12:00 - 12:30
		D Lunch 12:40 - 1:10			D Lunch 12:40 - 1:10			D Lunch 12:40 - 1:10			D Lunch 12:40 - 1:10
G	1:15 - 1:55		H	1:15 - 1:55		E	1:15 - 1:55		F	1:15 - 1:55	
H	2:00 - 2:40		E	2:00 - 2:40		F	2:00 - 2:40		G	2:00 - 2:40	

MIDDLE SCHOOL SCHEDULES

Full Remote

Monday		Tuesday		Wednesday		Thursday		Friday	
Block	Time	Block	Time	Block	Time	Block	Time	Block	Time
1	10 - 11	7	10 - 11	1	10 - 10:30	1	10 - 11	7	10 - 11
				2	10:30 - 11				
2	11:05- 12:05	8	11:05- 12:05	3	11 - 11:30	2	11:05- 12:05	8	11:05- 12:05
				4	11:30 - 12				
Lunch									
3	12:35 - 1:35	9	12:35 - 1:35	7	12:30 - 1	3	12:35 - 1:35	9	12:35 - 1:35
				8	1 - 1:30				
4	1:40- 2:40	I/E	1:40- 2:40	9	1:30 - 2	4	1:40- 2:40	I/E	1:40- 2:40
				I/E	2 - 2:30				

Teachers' Office Hours 9 - 10am

Hybrid Schedule

Group	Monday	Tuesday	Wednesday	Thursday	Friday
Group A A-L (Tentative)	In-person	Remote	Remote	In-Person	Remote
Group B M-Z (Tentative)	Remote	In-person		Remote	In-person

Monday		Tuesday		Wednesday		Thursday		Friday		
Group A In-Person	Group B In-Person	All Remote	Group A In-Person	Group B In-Person	Period	Time	Block	Time	Block	Time
7	10 - 11	7	10 - 11	1	10 - 10:25	1	10 - 11	1	10 - 11	
				2	10:30 - 10:55					
8	11:05 - 12:05	8	11:00 - 12:05	3	11 - 11:25	2	11:05 - 12:05	2	11:05 - 12:05	

				4	11:30 - 11:55				
9	12:10 - 1:10	9	12:10 - 1:10	7	12:30 - 12:55	3	12:10 - 1:10	3	12:10 - 1:10
				8	1 - 1:25				
I/E	1:15 - 2:15	I/E	1:15 - 2:15	9	1:30 - 1:55	4	1:15 - 2:15	4	1:15 - 2:15
				I/E	2 - 2:25				

Teachers will have open office hours for 1 hour each day.

- Video & weekly plan released on Wednesday
- Live interaction on throughout the schedule
- Work due on the following Wednesday

**Full Day
(Split Lunches)**

Day 1		Day 2		Day 3		Day 4				
1	7:45 - 8:20	1	7:45 - 8:20	1	7:45 - 8:20	1	7:45 - 8:20			
2	8:25 - 9:00	2	8:25 - 9:00	2	8:25 - 9:00	2	8:25 - 9:00			
3	9:05 - 9:40	3	9:05 - 9:40	3	9:05 - 9:40	3	9:05 - 9:40			
4	9:45 - 10:20	4	9:45 - 10:20	4	9:45 - 10:20	4	9:45 - 10:20			
5	10:25 - 10:55	5	10:25 - 10:55	A Lunch 10:25 - 10:55	5	10:25 - 10:55	A Lunch 10:25 - 10:55	5	10:45 - 11:55	A Lunch 10:25 - 10:55
				B Lunch 11:05 - 11:35			B Lunch 11:05 - 11:35			B Lunch 11:05 - 11:35
6	11:40 - 12:10	6	11:40 - 12:10	C Lunch 11:40 - 12:10	6	11:40 - 12:10	C Lunch 11:40 - 12:10	6	11:40 - 12:10	C Lunch 11:40 - 12:10
				D Lunch 12:20 - 12:50			D Lunch 12:20 - 12:50			D Lunch 12:20 - 12:50
7	12:55 - 1:30	7	12:55 - 1:30	7	12:55 - 1:30	7	12:55 - 1:30			
8	1:35 - 2:10	8	1:35 - 2:10	8	1:35 - 2:10	8	1:35 - 2:10			
9	2:15-2:40	9	2:15-2:40	9	2:15-2:40	9	2:15-2:40			

Curriculum

- Diagnostic tools will be used as a pre-assessment to identify gaps in content knowledge in English Language Arts and Mathematics. Supplemental instruction will be based on the results of these assessments and used to maximize efficiency of classroom instruction. In all other departments, customized assessments will provide analytical data to address critical content knowledge gaps needing remediation.
- District Administration and Departmental Supervisors will determine the appropriate amount of time allocated to remediate content knowledge gaps.

- Ongoing grade analysis and student progress will be monitored using lesson and unit plans as well as assessment data reporting in the SIS.
- District curriculum will remain as established and will follow guidance provided by the NJDOE.

Instruction

- Daily schedules for Full Remote Learning, Hybrid and Full In-Person learning models will be provided by the administration. (See below.)
- District expectations of faculty to provide quality instruction under each of the three (3) models is included in the descriptions below.
 - Full Remote Model - Expectations
 - All students will be required to “check-in” on a Daily basis in all instructional models presented. Electronic “check-in” details will be forthcoming.
 - Teachers will hold live interactions with students based on the schedule above.
 - 3 live interactions will be required, at least 30 minutes in length.
 - Teachers will be available for 1 hour of open office hours, daily.
 - Teachers will be provided 1 hour of collaboration time outside of the scheduled preps, but not conflicting with posted office hours.
 - All emails responded to within 1 school day of receipt (Examples: if you receive an email on a Thursday, a reply should be sent by the end of the day on Friday. For emails received on Friday, a response should be sent by the end of the day Monday).
 - Hybrid Model
 - All students will be required to “check-in” on a Daily basis in all instructional models presented. Electronic “check-in” details will be forthcoming.
 - Teachers will not be required to be in-building on Wednesdays.
 - Teachers will host live interactions on Wednesdays based on the schedule above.
 - The hours for teachers on all in-person days will be 9:45 - 2:45.
 - Teachers will be available for 1 hour of open office hours, daily.
 - Teachers will be provided 1 hour of collaboration time outside of the scheduled preps, but not conflicting with posted office hours
 - All emails responded to within 1 school day of receipt (Examples: if you receive an email on a Thursday, a reply should be sent by the end of the day on Friday. For emails received on Friday, a response should be sent by the end of the day Monday).
 - Full Day In-Person
 - Teachers hours will be 7:25 - 2:45

- Teacher lunch will be based on the lunch schedule of students

Assessment

- Pre-assessments will be used as a diagnostic tool to determine knowledge gaps in course content as needed.
- Formative assessments are continually ongoing and documented in teacher gradebooks within the district's SIS. Gradebooks are monitored by district administrators and department supervisors and contain such formative assessments as homework, quizzes, tests, etc.
- Teacher Professional Learning Communities (PLCs) will continue to be implemented in order to prioritize standards, align assessments, and look at student data to ensure mastery.
- Assessment practices will be modified/adjusted based on the specific learning model in place at the time.

Professional Learning

- Virtual PD will be provided to faculty utilizing video instruction, demonstrations and direct collaboration/communication with district and building administration facilitated regarding the “flipped classroom” model of instruction.
- The “flipped classroom” model supports our Hybrid and Fully Remote Learning models.
- PLC meetings will be scheduled as part of the ongoing professional development, lesson planning and assessment development for all faculty.
- Online PD opportunities for faculty will be available through in-house and outside events during the course of the school year.
- Warren Hills Regional will be following the board approved mentoring program.
- Mentor and mentee meetings will be held virtually as part of the district's established mentor program.
- Teacher evaluation training will happen virtually prior to and during the school year.

Revised: August 10, 2020