

# THE ROAD BACK – Plan for September, 2020

## RKS Associates –Alpha, Gateway, & Harbor Schools

### Table of Contents

Introduction .....	3
Health and Safety is Our First Priority .....	3
Demographic Information .....	3
Pandemic Response Team .....	4
Communication.....	5
Conditions for Learning .....	5
Critical Area of Operation #1: General Health and Safety Guideline .....	5
Critical Area of Operation #2: Classrooms, Testing and Therapy Rooms_ .....	6
Critical Area of Operation #3: Transportation_ .....	8
Critical Area of Operation #4: Student Flow, Entry, Exit and Common Areas.....	8
Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms.....	9
Critical Area of Operation #6: Contact Tracing.....	12
Critical Area of Operation #7: Facilities Cleaning Practices.....	14
Critical Area of Operation #8: Meals_ .....	17
Critical Area of Operation #9: Recess/Physical Education .....	17
Critical Area of Operation #10: Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours .....	18
Social Emotional Learning (SEL) and School Climate and Culture.....	18
Physical Intervention and Restraint Protocols .....	19
Mental Health Supports .....	20
Continuity of Learning.....	21
Ensure Delivery of Special Education and Related Services to Students with Disabilities.....	21
Technology and Connectivity .....	21
Curriculum, Instruction, and Assessment.....	21
Remote Learning .....	22
In-Person Learning .....	22
Professional Learning.....	22
Mentoring and Induction.....	23
Evaluation.....	23

**Career and Technical Education.....23**  
**Appendix..... 24**

## **INTRODUCTION**

On June 26, 2020 Governor Murphy announced that all New Jersey schools must reopen for in-person instruction and operations in some capacity in September 2020. Further, he stated that schools should consider utilizing a hybrid model to maintain safety. The New Jersey Department of Education (DOE) has released a 104-page document providing guidance on reopening schools for the new year. The DOE has set minimum standards that each school must meet regarding academic, operational, health and support services. RKS Associates recognizes and values the importance of maximizing student learning while balancing this priority with the safety and wellbeing of all students and staff.

Through the implementation and enforcement of these protocols, policies and procedures, we seek to create as safe an environment as is reasonably possible. Some of the steps taken to provide a safe and healthy environment will depend on the cooperation and adherence of the entire school community. We will enforce these protocols, policies and procedures for the benefit and protection of everyone. We are requesting the following protocols are complied with by parents and staff effective August 1, 2020. We sincerely hope that we can move toward all in-person while ensuring the safety and security of our school community. Thank you for the continued support as we move through this together.

## **HEALTH AND SAFETY IS OUR FIRST PRIORITY**

RKS Associates believes that all schools need to have health and safety protocols in place prior to in-person instruction. These protocols include the following:

1. On-going training for staff and students;
2. Cleaning and disinfecting procedures;
3. Availability and use of protective equipment;
4. Masks must be worn at ALL times even when social distancing is possible. The social distancing exception is for students. As the DOE guidance indicates on page 9, "School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities."
5. Communication with parents, guardians and school districts; and
6. Each building will have a supervised isolation area for any staff, student or visitor that exhibits symptoms of illness or a fever over 100.

## **DEMOGRAPHIC INFORMATION**

On June 26, 2020, the NJDOE guidance promulgated the document [\*The Road Back: Restoring Economic Health Through Public Health\*](#) to enable and prepare schools to once again open their doors to in-person instruction for students. As we continue to battle the current public health crisis due to the COVID -19 virus, we must take extraordinary precautions to ensure that all students and staff remain safe and healthy during this transition back to brick and mortar programs.

In June, 2020, Harbor School created a [\*COVID-19 Operational Plan-ESY\*](#) using the most current recommendations at the time from the NJDOE and the NJ Department of Health (DOH), the *New Jersey COVID-19 Youth Summer Camp Standards*. This document was submitted to the DOE and the DOH for review.

Based on the acceptance of our plan we began our Extended School Year program on July 6, 2020. Utilizing a “combination” or “hybrid” approach for our six-week summer program, we continued our Virtual Learning Plan from July 6 through July 14, 2020, with all students remaining at home and receiving special education and related services using remote learning, based on their Individualized Education Programs (IEPs), to the greatest extent practicable. On July 15, 2020, Harbor School opened the school for in-person instruction, but at the same time continued our Virtual Learning Plan for families who chose that option.

For our September, 2020 re-opening, we will continue this same model. We will allow those students who opt to come for in-person instruction to do so, according to the proposed new calendar that may be found in the appendix to this document. The new calendar reflects our Tuesday through Friday in-person program, along with one virtual learning day on Mondays and a 1:00 pm dismissal on Fridays. Our hope is to return to an all in-person program while ensuring the health and safety of our students and staff. Beginning in September, we will also allow students to remain learning from home through virtual means, in accordance with the guidance and recommendations made by Governor Phil Murphy the week of July 13, 2020, while continuing to address their IEP goals to the maximum extent possible.

In the event of a subsequent health-related school closure, Harbor School is prepared to efficiently return to remote learning, where instruction will be delivered through virtual platforms and consistent with each student’s IEP goals and objectives.

As you will observe from the detailed document contained herein, the primary objective is to keep students and staff safe and healthy as we continue to battle the pandemic. However, we realize the necessity and importance to do everything within our power to provide the best special education and related services to our students through in-person instruction. Our schedule for in-person instruction will operate for three and ½ days per week at our school building, and one full and one half-day, will be identified to provide virtual instruction to all students. This combination model will allow ample time for our team to conduct the deep cleaning and sanitizing necessary as required by the DOH.

## **PANDEMIC RESPONSE TEAM**

As a method for Harbor School to centralize, expedite, and implement COVID-19-related decision-making we will establish a school-level “Pandemic Response Team” Members of the school team will include a cross section of administrators, teachers and staff. The Pandemic Response Team will support planning, management, and decision-making related to COVID-19 response actions. The Pandemic Response Team will be comprised of, but not limited to:

- School principal or lead person
- Teachers
- School Counselor or mental health expert
- Subject Area Chairperson/Director
- School Nurse
- School safety personnel
- Members of the school safety team
- Custodian/Maintenance

**The Pandemic Response Team is responsible for:**

- Overseeing implementation of the reopening plan, particularly health and safety measures, and providing safety and crisis leadership.
- Adjusting or amending school health and safety protocols as needed.
- Providing staff with needed support and training.
- Reviewing school level data regarding health and safety measures and the presence of COVID-19 and reporting that data as required.
- Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges posted by COVID-19.
- Providing necessary communications to the school community and to the district.
- Creating pathways for community, family, and student voices to continuously inform the Team's decision-making.

## **COMMUNICATION**

In order to remain up to date on all plans regarding school operations and emergency protocols Harbor School will share updates and changes via:

- School website [www.Harborschool.com](http://www.Harborschool.com)
- Email
- Honeywell Instant Alert
- Social Media

## **CONDITIONS FOR LEARNING**

Harbor School takes seriously its obligation to ensure the health and safety of our students and staff as we approach a continuation of in-person instruction for the coming 2020-2021 school year.

Critical Areas of Operation:

1. General Health and Safety Guidelines
2. Classrooms, Testing and Therapy Rooms
3. Transportation
4. Student Flow, Entry, Exit and Common Areas
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms
6. Contact Tracing
7. Facilities Cleaning Practices
8. Meals
9. Recess/Physical Education
10. Field Trips, Extra-curricular Activities & Use of Facilities Outside of School Hours.

### **Critical Area of Operation #1: General Health and Safety Guidelines**

Administration and School Nursing staff, on a regular basis, will search out and follow all recommendations for action as promulgated by the Centers for Disease Control and Prevention (CDC).

- Harbor School will maintain communication as needed with the NJDOE, the NJDOH, and local health department to monitor current mitigation levels in our community
- Harbor School will support both staff and students who are at a higher risk for severe illness, such as allowing for virtual learning to occur upon parental request

- We continue to review and utilize the CDC’s Guidance for Schools and Childcare Programs as applicable, and follow current updates as they are released
- On an on-going basis promoting behaviors that reduce viral spread, such as:
  - Staying home when appropriate – both staff and students
  - Practicing hand hygiene and respiratory etiquette
  - Wearing face coverings
  - Displaying signage throughout the school building
- Harbor School will provide reasonable accommodations for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including staff aged 65 and older, and individuals with disabilities or serious underlying medical conditions which may include:
  - Chronic lung disease or asthma
  - Serious heart conditions
  - Immuno-compromised
  - Severe obesity (BMI of 40 or higher)
  - Diabetes
  - Chronic kidney disease undergoing dialysis
  - Liver disease
  - Medically fragile students
  - Students with complex disabilities
- Everyone in school must abide by one-way directional signage for foot traffic, social distancing signs on the floor to denote spacing for those waiting in lines and room capacity limitation requirements, also indicated by signs.
- Although there are hand sanitizers available throughout the school building, we encourage parents to send students to school with their own hand sanitizers with at least 60% alcohol content.

All parents and staff are required to report whether they or a family member living with a student have been exposed to anyone with a known or suspected COVID-19 virus as soon as possible to the school nurse so determinations can be made regarding whether any precautions need to be implemented. Specially, parents must report any COVID-19 positive test results of a family member living with student and take all appropriate steps to isolate the student from the infected member. We reserve the right to require any such student to switch to remote learning for a period to be determined by the school nurse and/or be asked to receive COVID-19 testing before returning to school.

## **Critical Area of Operation #2: Classrooms, Testing and Therapy Rooms**

Implementing social distancing practices in all instructional and non-instructional spaces is critical to ensuring the health and safety of students and staff. Student desks and seating in classrooms, multi-purpose rooms, therapy rooms and other spaces will be separated by at least six feet apart. If our schools are not able to consistently maintain this physical distance, for whatever reason, additional modifications will be considered. These could include using “sneeze-guards”, physical barriers between desks, and turning desks to face the same direction or having students only sit on one side of the table, spaced apart.

- When social distancing is difficult or impossible, face coverings will be required for students to the maximum extent possible
- Face coverings are always required for visitors and staff unless it will inhibit the individual’s health

- It must be recognized that enforcing the use of face coverings may be impractical for some of our students with disabilities
  - In a classroom setting where social distancing can take place (when desks are 6 feet apart, or physical barriers are in place) face covering may be removed by students while they are seated at their desks, but should be used when moving throughout the classroom
- All instructional and non-instructional rooms in the school will comply with these social distancing standards to the maximum extent practicable
- The use of shared objects will be limited and monitored or cleaned between use
- Harbor School ensures that its facility has adequate ventilation, including operational heating and ventilation systems
  - All systems using recirculated air have a fresh air component
  - Rooms will open windows to enhance air flow
  - All filters for A/C units were recently changed (June 2020) in accordance with manufacturer recommendations and will be maintained on a regular basis
- Harbor School will maintain hand-sanitizing stations with alcohol-based sanitizers
  - In each classroom
  - At designated entrances and exits of the school building
  - Near the bathroom facilities
  - Students will be appropriately supervised when using the hand sanitizer stations and wall units
- Harbor School students will be required to wash their hands for at least 20 seconds at regular intervals throughout the school day, including before eating, after using the bathroom, and after blowing their nose, coughing or sneezing
  - Whenever hand washing with soap and water is not possible, students will be directed to use alcohol-based hand sanitizer
- Because we are an Approved Private School for Students with Disabilities, we have ensured that there are mechanisms in place to secure PPE prior to opening and we are committed to maintaining ongoing supplies in order to remain open into the 2020-2021 school year.
- Extra cleaning staff have been hired so that Harbor School has a full-time custodian Monday-Friday, 7:30AM – 3:30 PM, which covers the time students and staff are in the building and an evening cleaning crew with expanded working hours five days per week. New cleaning equipment has also been purchased to do thorough sanitizing and disinfecting in the building. Teachers and other staff are required to document the wiping down of materials, furniture and key “touch points” in the classrooms and therapy rooms a minimum of three times each day.
- Harbor School staff will increase monitoring of student handwashing which might require hand-over-hand assistance.
- Harbor School staff will limit the use of supplies and equipment to one group of children at a time and clean and disinfect between each use as appropriate.
- Individual bins, which can be securely fastened, have been distributed to each student to minimize sharing of electronic devices, toys, books, games and other materials.
- Individual classroom and therapy rooms will increase circulation of air by opening doors and windows as appropriate.
- Larger rooms, such as our multi-purpose room will be used as classrooms at times to allow for social distancing.
- Desks have been turned to face in the same direction in classrooms.

- Classes have been organized to include the same group of children each day (cohorts).
- Schedules have been created to allow minimal mixing between groups/cohorts.
- APE and other classes will be held outdoors where possible and when seasonally appropriate.
- Additional time has been added to lunch and recess periods to ensure students have adequate hand washing time.

### **Critical Area of Operation #3: Transportation**

The area of transporting students is the responsibility of the sending school districts. While at Harbor School students will not be transported by school vehicles during this pandemic time for off-campus activities.

- a. Transportation to and from school is a Related Service as designated in the student’s IEP and will be the responsibility of the sending district
- b. At the current time Harbor School will refrain from conducting field trips off campus
- c. Classes may engage in walking trips around the school neighborhood while abiding by all social distancing protocols and wearing face coverings to the maximum degree possible
- d. Arrival and dismissal of busses to Harbor School will be staggered to allow ample time to disembark students, have them screened before entering the school building, and brought up to class in a fashion that will prevent groups of students or staff from gathering near the entrances

### **Critical Area of Operation #4: Student Flow, Entry, Exit and Common Areas**

#### **Staff Entry**

A protocol has been established to allow staff to enter Harbor School at one specific entrances between 7:30AM – 8:00AM. Before entering the building administrative or nursing staff will provide temperature checks for all staff members. As long as the staff’s temperature is below 100.0 degrees Fahrenheit, they are permitted to enter the building. They will also have access to hand sanitizer to disinfect their hands. If there are several staff members who arrive at the same time, staff are instructed to socially distance a minimum of six feet and wait their turn. Alternatively, staff may wait in their car until the line has decreased sufficiently to allow entry in a safe and efficient manner. If staff members arrive late, they are required to ring the buzzer and must wait outside the door so a staff member can come down and check their temperature prior to their coming in. Staff will also be surveyed to ensure they are not demonstrating any of the warning signs of COVID-19. Signage on the front door of the school will detail the signs and symptoms of the virus and staff will be interviewed to ensure they acknowledge this information prior to entry.

#### **Student Entry**

To ensure a smooth and thorough entrance of students into the school building, busses are directed to line up in front of Harbor School prior to 8:30AM. When the doors are opened, the busses will be called over to the either of the two front doors one at a time, where they will discharge their student(s). Each child will be escorted to the front door where their temperature will be checked. All students will also be observed for any signs or symptoms of COVID-19.

If physical distancing (six feet) cannot be maintained for students in line waiting to enter or exit a building, face coverings will be encouraged. Physical guides, such as tape on floors or sidewalks and signs on walls, will be employed to help ensure that students remain at least 6 feet apart in lines and at other times.

## **Staff and Student Sign-in**

Administrative staff, nursing staff or their designees will chart staff and students by exception upon entry to the school building to document that temperatures have been checked and staff have been surveyed accordingly.

## **Hallways**

All staff have been instructed of the importance of maintaining social distancing in hallways and common areas for both staff and students. If staff are escorting a student to the bathroom and there are more than 3-4 people in the hallway, they will return to their classroom to ensure safe passage.

## **Inter-mingling**

- Upon arrival students will be immediately escorted to their classrooms rather than congregating in a common area such as the multi-purpose room.
- Students will be dismissed individually from their classrooms rather than congregating in a common area such as the gym.
- The frequency of non-essential interactions between students and staff throughout the school day will be minimized by limiting the number of students and staff during recess or lunch periods.
- Large gatherings of students or staff will be minimized and kept to established limits.
- Create student cohorts as an effective strategy to limit exposure and contact. Limit commingling between classes or other district-set groups of students. Minimize large group gatherings.
- Physical distancing will be required in classrooms and visible floor markings will enable staff to maintain established guidelines.
- Hand sanitizer will be available at school entrances and throughout the building for the use of both staff and students.
- Informative signage has been placed around the school building on walls and floors to provide hygiene advice and reminders.
- Custodial cleaning will be increased in frequency for all surfaces in common areas such as hallways, including walls at a minimum of three times a day during school days. Overnight cleaning crews will clean the building four nights per week.
- Physical barriers, such as sneeze guards and partitions, will be implemented particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks, therapy rooms, and some classrooms where students may have difficulty wearing masks).
- Additional entry/exit points are being considered to ensure a balance of social distancing and security protocols.

## **Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms**

Persons exhibiting a temperature (staff of 100.0° or above; students of 99.5° or above) or who demonstrate other signs of COVID-19 illness, will not be admitted to the school. Students who have a temperature of 99.5 or above will be reassessed after one hour. We will encourage both parents and staff members to be on the alert for signs of the disease, and direct parents to keep their children home when they are sick. In order to implement this policy, the school will institute the following protocols:

- At the designated entry point to the school both students and staff will be screened for fever or signs of COVID-19 illness prior to being permitted to enter the school. Non-contact thermometers will be used. Staff will be surveyed to disclose symptoms or recent exposure to infected individuals.

Symptoms to watch for include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Harbor School has adopted procedures for exclusion and return to work/school for staff and students.

Procedures include the following and are based on the CDC guidelines:

CDC Guidelines (Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations; Return-to-School Policies, July 23, 2020; subject to change) states:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

- Harbor School’s exclusion guidelines will be based on the school’s local health department guidelines and NJ DOE “The Road Back”, which states *“Students and employees may be asked to leave or not come into school if... they exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained.”*
- If a student/staff exhibits any symptoms described, they SHOULD NOT attend school/work. They should notify the nurse and seek medical advice from their healthcare provider.
- If a student/staff is excluded for any COVID-19 symptoms AND it has been determined that they have not had any potential close contact exposure, they may return-to-school according to existing school illness management policy:
  - 24 hours fever-free with no use of fever-reducing medications AND
  - Symptoms are continuing to improve AND
  - 10 days after start of first symptoms OR doctor’s clearance note indicating the symptoms are “otherwise explained” OR school nurse’s assessment (if given permission from the county health department.) This guideline will be based on each school’s local health department guidelines and NJ DOE “The Road Back”, which states *“Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained.”*
  - If a person is tested, they can be around others when there is no fever without fever reducing medication for 24 hours, respiratory symptoms have improved, and they have received two negative test results in a row, at least 24 hours apart.
- A student/staff that has symptoms AND potential close contact exposure that does not have a negative COVID-19 test:
  - Must stay home
  - Must Isolate themselves
  - The person should be referred for evaluation by their health care provider and possible testing.

- Follow directions from local or county health department.
- Families should be advised they may be contacted by the local or county health department.
- Should follow the current CDC recommendations in “When Can I Be Around Others”
- If a student/staff has no symptoms and tests positive for COVID-19, they may return 10 days after the positive test result. If symptoms develop during the 10 days, the guidelines for “symptoms and positive test result” then supersedes 10 days after positive test results.
- If a student/staff has symptoms and tests positive, we will follow current CDC guidelines and guidance from the local or county health department.
- A negative test or doctor’s note will not be required for return. A doctor’s note may be requested to determine if symptoms are other than COVID-19. Negative tests results are needed to return before the 10 day quarantine period.
- It is not the role of the school nurse to determine whether staff/students may have COVID-19. Students/staff with chronic medical conditions that cause COVID-19 symptoms (not including fever) are advised to get documentation from their healthcare provider that they are not contagious and may attend school/work.

### **Mitigation of Disease Spread**

- Staff will be required to use hand sanitizer upon entering the building
- Staff will be required to wear a face covering upon entering the building. If they do not bring their own mask, the school will provide a disposable face mask for them to wear.
- If a staff member refuses to wear appropriate face covering they may not enter the building.
- Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results will be documented when signs/symptoms of COVID-19 are observed.
- Our screening policy must take into account that our students have disabilities and accommodations are implemented as needed in the screening process for those students.
- Harbor School has adopted procedures for symptomatic staff and students. Procedures include the following:
  - Based on the current Communicable Disease Service guidance for illness reporting, if the symptoms fall within the parameters established, any student will be immediately safely and respectfully isolated for further assessment, and if necessary discharged to home. Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
  - Staff who present any symptoms will be sent home immediately and referred for proper medical attention and follow-up based on CDC protocols.
  - If the school becomes aware that an individual who has spent time in Harbor School tests positive for COVID-19, school administration will immediately notify local health officials, staff and families of a confirmed case while maintaining confidentiality
  - In the event of COVID-19 positive cases among students and staff, Harbor School will work with the local health department and will be guided as to the next steps.
  - The school will follow current Communicable Disease Service guidance for illness reporting.
- The school will maintain an adequate amount of personal protective equipment (PPE) and have it available, accessible, and ready for use
- Methods to assist in contact tracing including records of class groups/cohorts, have been established for assigned staff, and daily attendance is taken

- Re-admittance policies consistent with [Department of Health guidance and information for schools](#) and Department of Health/Communicable Disease Service's [Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19](#) will be implemented
- Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. We acknowledge that enforcing the use of face coverings may be impractical for young children or students with disabilities.
- Accommodation for students who are unable to wear a face covering will be addressed according to that student's needs and in accordance with all applicable laws and regulations.
- Exceptions to wearing a mask include:
  - Doing so would inhibit the individual's health.
  - The individual is in extreme heat outdoors.
  - A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.
- All persons are required to wear a face covering while in offices occupied by more than one person.
- If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual the point of entry, entry to the school/district facility may be denied.
- Special consideration has been given to protection of staff members, such as school nurses, custodians, Special Education teachers, paraprofessionals and related services providers, who will be in close contact with students or will handle waste materials. For example, sneeze guards, gowns and dividers for classrooms will be utilized for certain staff members who by the very nature of their position must come into close contact with our special needs' students
- All parents and staff are required to report whether they or a family member living with a student have been exposed to anyone with a known or suspected COVID-19 virus as soon as possible to the school nurse so determinations can be made regarding whether any precautions need to be implemented. Specially, parents must report any COVID-19 positive test results of a family member living with student and take all appropriate steps to isolate the student from the infected member. We reserve the right to require any such student to switch to remote learning for a period to be determined by the CDC and local health department before returning to school.

### **Travel Advisory**

- Harbor School will follow and enforce the travel restrictions as set by the Governor and the State of New Jersey. Any staff or students travelling to states on the travel advisory list as updated and maintained at <https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey> will be expected to quarantine for a period of no less than 14-days.
- As per the State of NJ: Travelers and residents returning from impacted states should self-quarantine at their home, a hotel, or other temporary lodging. Individuals should only leave the place of self-quarantine to seek medical care/treatment or to obtain food and other essential items.

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

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice in

New Jersey and around the world and is an integral function of local health departments in keeping communities safe from the spread of disease. Upon notification that a resident has tested positive for COVID-19, a local health department will call to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes. Trained professionals from the community then get in touch with those close contacts to recommend next steps, such as self-quarantining, and to provide critical education and support in risk mitigation strategies. Increasing the number and capacity of contact tracers has been a top priority of the Governor as these practices can help slow the spread of COVID-19.

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, should be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. Schools and districts should engage the expertise of their school nurses to educate the broader school community on the importance of contact tracing. The NJDOE will credit certified school safety specialists with three hours of training upon completion of Johns Hopkins University's COVID-19 Contact Tracing course.

### **CONTACT TRACING POLICY & PROCEDURE**

In accordance with The State of New Jersey – *The Road Back; Restart and Recovery for Education*, RKS Associates' three schools - Alpha School, Harbor School & Gateway School – have developed the following Contact Tracing Policy & Procedure in the event that someone who has been in the school tests positive for COVID-19.

The goal of Contact Tracing is to decrease/slow the spread of disease. According to *The Road Back*, upon notification that someone within the school environment has tested positive for COVID-19, the local health department will call the school to determine "close contacts". "Close contacts" is defined as being within 6 ft. of the infected person for a minimum of 10 minutes.

In addition, Contact Tracing is necessary for suspected symptoms of an individual in accordance with Local County Health Departments.

All schools will be prepared to provide information to the Health Department that will facilitate keeping the school community safe from the spread of COVID-19.

### **Key Components of NJ DOE Contract Tracing Policy**

- Policy is developed in consultation with the school nurses and the Boards of Health that govern each school. Specific criteria will be met to activate the board of health contact tracing.
- Describe the schools' responsibility regarding notification of local health department and staff, families and the public.
- Identify the role of the school to assist the health department with tracing activities.
- Ensure adequate information is provided to the school staff in order for them to carry out their responsibilities under the policy.
- Adhere to all applicable federal and state confidentiality requirements (i.e., FERPA)
- Designation of staff liaison(s) responsible for providing notifications to ensure it is done in a prompt and responsible manner.
- Open communication systems that allow school community to self-report symptoms and /or suspected exposure that can assist schools to provide prompt notification.

## RKS Policy

### 1. Local Health Departments

Alpha School; Ocean County Health Department  
Gateway School; Middlesex County Health Department  
Harbor School; Monmouth County Health Department

Each school will attempt to develop a relationship with their local department, with possibly, a contact person and phone number.

### 2. A designee from the school will notify the health department for consultation:

- If the school is made aware that a staff member or student has tested positive for COVID-19.
- If the school is made aware of a staff member or student having contact with someone who has tested positive with COVID-19.
- For any other concerns or questions the school might need consultation on.
- Designee should be the school nurse, the principal or a supervisor of instruction.

### 3. The role of any RKS School in assisting the health department in contact tracing is to have available data needed to identify and contact potential infected contacts.

- Each room will have a Classroom Visitor Log.
  - A mechanism will be in place to log any visitor to that room (includes speech, OT, main office, etc.)
  - Logging will include date, name, time-in and time-out.
  - Logs will be kept securely and confidentially by a designee, should the information be needed.
  - This information can be used for either quarantine if necessary, as well as passed on to the health department.
- The main entrance needs a visitor log.
  - Information needs to include date, name of the visitor, the time they entered, the time they exited the building, and contact information.

### 4. Regarding state and federal confidentiality and FERPA, school designees should clearly understand the information that can and cannot be released, and to whom. In addition, staff education in this area will assist to maintain full confidentiality for all students and staff.

### 5. Communication:

- Schools will use whatever avenue works best for communication with their families. Some examples are paper notes sent home, email, Class DOJO, texts from teachers, and the Honeywell Instant Alert System.
- Staff will give ongoing reminders to staff to self-report potential contacts, symptoms and travel plans.

## **Critical Area of Operation #7: Facilities Cleaning Practices**

The Harbor School will continue to adhere to [existing required facilities cleaning practices and procedures](#), and any new specific requirements of the local health department as they arise. We have developed a procedure manual to establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used.

## **Staff Responsibilities**

Throughout the school day classroom staff, as well as the staff in other departments (e.g., APE teacher, Speech therapists) will clean and disinfect items such as desks, equipment, computer stations, phones, keyboards, remote controls and other “high touch” surfaces and items. Each class and department has been provided with EPA-registered disposable wipes so that commonly used surfaces (e.g.,) can be wiped down before use. When disposable wipes are not available disinfectant spray has been provided, approved by EPA guidelines for use against the virus that causes COVID-19, and paper towels to use for this purpose. Staff will use checklists to document cleaning that has been accomplished throughout each school day.

## **Maintenance Responsibilities**

Throughout the school day custodians will clean and disinfect frequently touched surfaces, including bathroom fixtures, spray down all door knobs, stairway handrails and bannisters, light switches and any other “high touch” areas or surfaces using a disinfectant spray approved by EPA guidelines for use against the virus that causes COVID-19. This is scheduled to be done approximately every two hours throughout the school day starting at 9:00AM.

## **After Hours Cleaning & Sanitizing**

Harbor School has upgraded our cleaning processes to comply with the CDC and Department of Education guidance. A thorough cleaning of the building will occur each evening using Environmental Protection Agency recommended products that kill SARS virus. For the protection of themselves and others, students and staff are expected to clean their workspaces by wiping down desktops, keyboards, laptops and copy machine with the cleaning materials supplied by school.

The cleaning crew will be responsible for the cleaning of the school four (4) nights per week using the following schedule:

- A. All floors washed with approved cleaner
- B. All desks and flat surfaces in all rooms will be wiped with disinfectant
- C. Bathrooms will be cleaned and disinfected
- D. Telephones and handrails will be cleaned and disinfected
- E. Carpets will be vacuumed
- F. Door handles, push bars, and door pulls will be wiped down
- G. All trash and debris will be removed nightly
- H. All sink areas in classrooms and kitchen areas will be cleaned and disinfected
- I. Routine cleaning and disinfecting of furniture, accounting for the materials used in furniture in the school

## **Sanitizing procedures**

On a weekly basis, or more often if necessary, the school will use an E-Mist ionized misting device that has been recently purchase to sanitize the entire school building

## **Additional considerations:**

- Harbor School has closed unused classrooms and other spaces to the maximum extent possible.

- There is a plan in place to ensure that an adequate supply of cleaning supplies will be maintained to the maximum extent possible.

**Regarding bathroom usage:**

- Staff will limit the number of students who can enter the bathrooms at any given time.
- The school has purchased no-touch foot pedal trash cans, to be used in classrooms as well as bathroom facilities.
- Every other sink has been closed and taped off to encourage social distancing when there is more than one student in the bathroom.
- Every other urinal in the Boy's Room has been closed and taped off to encourage social distancing when there is more than one student in the bathroom.
- When appropriate doors will be propped open to avoid touching handles.
- Bathroom stalls are sectioned off with barriers.
- Each classroom has been provided with a 2-gallon water jug to be filled every morning and as needed to be used as water bottle filling stations for students.
- Hand sanitizer is available at the school entrance for each student and staff member to use when entering the building
- Although there are hand sanitizers available throughout the school building, we encourage parents to send students to school with their own hand sanitizers with at least 60% alcohol content.

**Toileting Protocols (for students with more severe disabilities):**

- Staff must change students' clothing and their own clothing when soiled with secretions or body fluids. Students' soiled clothing must be bagged and sent home sealed in a plastic container or bag;
- Staff should be wearing gloves and face coverings for any toileting procedures;
- Toileting/ diapering areas (including tables, pails, countertops, toileting chairs, sinks/faucets, toilets, floors, etc.) must be cleaned and disinfected after each use;

**Note:** cleaning and disinfecting are two separate tasks.

- Clean: to physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.
- Disinfect: to kill nearly all of the germs on a hard, non-porous surface with a recommended chemical to remove bacteria.
- Disinfect when students are not in the area. Surfaces should be dry by the time students use the area;
- Toileting/diaper procedures (including extra COVID-19 steps) must be posted in the bathroom changing area;
- Signage should be kept simple and in multiple languages if needed;
- Posting the multistep procedure may help staff to maintain the routine, which is designed to reduce contamination of surfaces;
- To ensure the student's safety, make the change more efficient, and reduce opportunities for contamination, assemble all necessary supplies before bringing the student to the changing area; and
- To reduce contamination, wash the student's hands after the toileting/diaper change. Staff should also wash their hands, remove and dispose of any soiled PPE, and put on new PPE if necessary.

### **Cleaning and Disinfecting after a person has been identified with COVID-19**

If a person – student or staff member- does become infected with COVID-19 and has been in the school building, the school, in conjunction with the Monmouth County Health Department, will consider implementing a short-term closure, regardless of community spread. In the event this occurs the school will implement the following extra cleaning procedures:

- The areas used by the sick person will be closed off and not used before a thorough cleaning and disinfecting has been done using the E-Mist ionized misting device
- Doors and windows will be opened to increase air circulation in the area
- Contact tracing will allow school custodians to identify, clean and disinfect all areas that the infected person used while in the building

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

Harbor School does not have a working cafeteria and students typically “brown bag” their lunch on a daily basis. Additionally:

- Group dining areas with more than one class has been discontinued.
- Students will eat at their desks in their classrooms.
- Desks will be cleaned and sanitized before and after the students eat their lunch.
- Students will be spaced at least six feet apart while eating.
- Students will not be allowed to share food during the lunch period.
- All students will use disposable items (e.g., utensils, plates and cups).
- Students will wash their hands before and after eating their lunches.

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

- All recess periods will be staggered to minimize contact between classes. If two or more groups are participating in recess at the same time, they will have at least 6 feet of open space between them.
- If necessary and when appropriate cones, flags, tape, or other signs to create boundaries between groups will be utilized.
- Students will be required to wash their hands immediately after outdoor playtime.
- The playground equipment will be closed and locked at this time.
- Students will be encouraged to wear comfortable, weather appropriate clothing and safe footwear to school that allows for safe movement in order to participate in physical education.
- The APE teacher will mitigate risk by limiting and/or eliminating direct contact with equipment (lessons with no equipment) and not allowing the sharing of equipment. If equipment must be shared, it will be cleaned and disinfected between each use.
- Specific areas will be designated for each class during recess to avoid mixing of the classes
- Other “tented” outdoor areas will be set up to allow students and staff more opportunity to enjoy the outdoors while social distancing

## **Critical Area of Operation #10: Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours**

- The school will adhere to all applicable social distancing requirements and hygiene protocol during any extra-curricular activities.
- No external community organizations will be allowed to use the school facilities at this time
- Technology and online resources will be used to continue some extra-curricular activities without additional person-to-person contact.
- All community-based instruction using school vehicles will be cancelled at this time. Walking trips with proper PPE and social distancing may be used to supplement functional education programming.
- Field trips, assemblies, and other large gatherings will be cancelled at this time.

## **Social Emotional Learning (SEL) and School Climate and Culture**

### **Educator Well-Being**

Harbor School supports the social-emotional well-being of educators in order to better be able to support the social-emotional well-being and learning needs of our students.

In order to meet the social-emotional needs of our staff, Harbor School will:

- Provide time and space for individuals to process traumatic events, re-establish connections with each other, and receive support that promotes their healing.
- Prioritize educator self-care and wellness through the summer and at the start of the 2020-2021 school year.
- Support educators' access to mental and behavioral resources and encourage them to utilize these services.
- Create opportunities for staff to regularly practice and reflect on their social and emotional competencies.

### **Trauma-Informed Social Emotional Learning**

In order to aid staff and students in transitioning back for the 2020-2021 school year which will introduce new routines and circumstances, Harbor School will focus on:

- Establishing routines and maintaining clear communication
- Prioritizing relationships and well-being over assignment and behavioral compliance
- Supporting students and staff in feeling safe, connected, and hopeful

### **Social Emotional Learning (SEL) Training**

In order to effectively provide quality SEL programming, Harbor School will:

- Provide professional development to support educators':
  - Integration of SEL in their teaching, including the skills to foster positive learning environments and techniques for embedding SEL into instruction (in-person and remote and/or virtual instruction)
  - Understanding and utilization of trauma-informed practices

- Protocol for identifying and supporting students who may be experiencing social-emotional, behavioral, and mental health challenges
- Establish systems that promote supportive staff-student relationships to ensure that all students have at least one caring staff member who checks in regularly with them and who their family is able to connect with for any needed supports
- Be proactive in preparing access to mental health and trauma supports for adults and students

### **School Climate and Culture**

Harbor School believes creating a positive school climate and culture will address the issues raised by the COVID-19 pandemic and improve the conditions for learning for all students in any of the in-person, hybrid, or virtual instructional models. In order to improve school culture and climate, Harbor School will:

- Prioritize the health and emotional well-being of staff and students above all else
- Assess the school climate to identify vulnerabilities and plan to implement evidence-based strategies to address identified needs
- Plan to provide and sustain instruction on social norms, relationship building, and behavioral expectations beginning at the start of the school year.

### **Physical Intervention and Restraint Protocols:**

Given the nature of problem behaviors that some of our students at the RKS Associate's schools – Alpha, Gateway and Harbor - present with, we have included special considerations during the pandemic for students who, in the past, have required physical intervention due to behaviors that were a danger to themselves or others. The suggestions outlined below are to be used in conjunction with New Jersey regulations outlined in P.L. 2017, Chapter 291 and N.J.S.A. 18A:46-13.4 through 13.7, which govern the use of seclusion and restraint in New Jersey schools. Further staff should follow the policies, practices and procedures which they are trained on, at least annually, at their organization.

Staff should continue to utilize evidence-based practices for positive behavior supports, de-escalation, and crisis management as established by the crisis and safety management model their organization utilizes. As always, physical intervention will be an absolute last resort in situations where there is imminent danger of serious physical harm.

The specific recommendations of RKS Associate's schools are as follows:

#### **1. Limiting Risk of Infection Prior To A Physical Restraint**

- Whenever possible, staff should put on PPE prior to a physical restraint. Disposable paper gowns, scrubs, disposable jumpsuits, disposable gloves, disposable masks, face shields, and long sleeves should be used as appropriate to reduce direct contact.
- Only staff required for safely restraining a student should be involved; one additional staff member should monitor and address protective equipment needs for those staff who are involved in the restraint in the event that protective equipment needs to be altered or adjusted.

## **2. Limiting Risk of Infection During A Physical Restraint**

- Keep hands clear of eyes, mouth, and nose of self and others.
- Initial staff members involved should be relieved as soon as possible if not wearing appropriate protective equipment.
- Staff should implement established protocols for relieving colleagues involved in restraints.

## **3. Limiting Risk of Infection After A Physical Restraint**

- Remove and dispose of and/or clean protective equipment immediately in the manner that you were trained.
- Avoid touching your face and limit contact with hard surfaces before immediately washing hands.
- To minimize exposure, it is recommended that staff have a change of clothes available in cases where their clothes become contaminated.
- Once all health and safety issues have been addressed, follow debriefing and reporting procedures for the restraint.

Protective equipment, isolating the student from other students and sanitation of the area are necessary. Crisis team members should be aware of, and trained on how COVID-19 spreads, risk factors, and prevention actions. CDC precautions such as face covering, wearing gloves, washing hands frequently, and cleaning and disinfecting surfaces. All behavioral staff should have additional PPE available and change PPE after each behavioral incident.

## **Mental Health Supports**

Research and common sense indicate that the COVID-19 pandemic will have significant psychological and emotional impacts on students. Part of our re-entry plan will focus on the mental health of all of our students.

These impacts may be caused by the loss of teachers, administrators, peers, and/or family members to the virus, difficult living situations due to financial stress, emotional and physical abuse, and unprecedented disruption to social interactions with peers. Without the supports necessary to manage these stressors, student may struggle to meet their academic goals.

As Harbor School continues our ESY program, and prepares for the 2020-2021 school year, it is important to identify students in need of individualized mental health interventions. In order to accomplish this goal, Harbor staff already includes a professional team of staff whose primary focus is on the emotional and mental health issues our students and their families face and will continue to manifest. Their roles and the need for vigilance has increased as we together face this devastating public health crisis.

Specifically, our program and faculty include the following resources:

- Social workers and counselors who are mandated with providing both individual and group therapy according to the students' IEPs. Currently almost half of our Harbor students are provided with counseling services. This allows for weekly individualized contact for each of these students.

- Part of our Harbor School program includes contracted services through the Rutgers-UBHC school-based program that consists of both a Child Psychiatrist and Mental Health clinician.
- BCBA who specialize in observing and analyzing problem behaviors.
- Our special education teachers, by the very nature of our service delivery model work with smaller class groups than are common to typical educational settings. Instructional staff, including one-on-one paraprofessional staff who are assigned to many our students, develop a close relationship with each of the Harbor students. Especially during this challenging time our staff are providing monitoring of our students and their behavioral patterns to look for anything out of the ordinary.
- Our Harbor school nurses, Kristen McNulty and Helen Hayes, our Transition Coordinator, Pat Sterling and our Parent Liaison, Blanche Stetler, have many years of experience in assisting families in accessing DCF, Performcare, CMOs and other community resources.
- Prior to the start of our ESY program on July 6,2020, all staff members participated in a conversation and discussion/in-service training specifically on the social and emotional issues that we as professionals, and all of the students and families whom we serve, have been through this year.

## **CONTINUITY OF LEARNING**

### **Ensure Delivery of Special Education and Related Services to Students with Disabilities**

- Harbor School will communicate frequently with families of students with significant medical risks to determine if additional precautions or unique measures are necessary prior to the student's return to school.
- Harbor School's IEP team will review student data/progress to determine if there was regression of skills during remote instruction and if additional services are needed to address learning loss.
- Harbor School's IEP team will consider the impact of missed services of student progress towards IEP goals and objectives and determine if additional or compensatory services are required with a reasonable length of time.
- Harbor School will work with districts to identify students whose postsecondary plans may have been adversely affected by the COVID-19 pandemic and provide support and resources.

### **Technology and Connectivity**

- Harbor School will conduct a needs assessment to determine the number of students that will require a device and/or internet access in order to access remote education.
- Harbor School will track participation rates in remote learning. Attendance will not be exclusively based on online participation. Assignment and project completion will be used as an alternative for attendance.
- Harbor School will utilize user-friendly learning platforms, such as Google Classroom and ClassDojo, that provide instructors with the ability to create and deliver content, monitor student participation, assess student performance, and provide timely feedback.
- Harbor School will provide training and/or technical assistance to teachers and families who are not experienced in remote learning methods.

### **Curriculum, Instruction, and Assessments**

- Harbor School will ensure that all students have equitable access to a high-quality and innovative education.

- Harbor School has developed a hybrid instructional model that will be delivered in remote and in-person settings. Both settings are guided by Harbor School’s curriculum and opportunities for instruction are consistent with each student’s IEP goals and objectives. While each environment uses a unique approach to the delivery of instruction and assessment, the content of instruction will be uninterrupted from one environment to the other, as it follows each student’s individual IEP goals and objectives.
- Harbor School will monitor progress and identify and prioritize critical prerequisite skills to fill in gaps in learning.

### **Remote Learning**

- Virtual classroom teachers will use Google Classroom, ClassDojo, and Zoom platforms to deliver instruction, distribute assignments, assess, grade and send feedback, and/or communicate with students.
- Paraprofessionals will participate in virtual classrooms with teachers and students, where they will provide assistance and strategies to support student IEPs.
- Music and Adapted Physical Education (APE) will provide virtual instruction via Google Classroom and/or Zoom platforms. APE virtual instruction focuses on overall fitness, coordination, and balance. Music virtual instruction places a strong emphasis on self-expression through a variety of highly motivating activities.
- Harbor School will provide virtual STEM instruction that will build on students’ individual strengths and interests. The instruction will implement critical thinking and problems-solving skills with active, hands-on challenges. The activities will allow the students, regardless of disability, access to real-life learning experiences, while making sure they have the opportunity to be successful with that challenge.

### **In-Person Learning**

- Harbor School’s in-person learning is aligned to New Jersey Student Learning Standards and is consistent with each student’s IEP goals and objectives.
- Harbor School’s academic program incorporates social, emotional, behavioral, and functional learning in addition to the core content areas of language art, math, science (including STEM), and social studies. Our students also take part in health, APE, art, and music courses.
- Differentiated instructional strategies are practiced and instruction is delivered through multiple approaches.

### **Professional Learning**

- Harbor School has identified the technology that will be used in its remote instruction setting and will provide training in the use of all platforms.
- Harbor School has already identified areas for training and will continue to develop training schedules for the school year. Trainings that have been provided include:
  - COVID Operational Plan
  - Health Related
    1. Bloodborne pathogens
    2. EpiPens
    3. PPE (masks and gloves)
    4. Glucagon

- 5. Seizures
- 6. Vagus nerve stimulator
  - De-escalation/behavior management
- Teaching staff and administration will write Professional Development Plans that will remain flexible and adaptable to the changing needs of the school and individual educators.

### **Mentoring and Induction**

- Harbor School will provide Induction for all novice provisional teachers and teachers new to the district.
- One-to-one mentoring will be provided to novice provisional teachers by qualified mentors.
- Harbor School will ensure that mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment.
- Mentoring must be provided in both a hybrid and fully remote learning environment. Mentors and novice provisional teachers will agree upon the scheduling, structure and communication strategies they will use to maintain the mentoring experience.
- Harbor School will use online collaborative tools to remain connected to other mentors, new teachers and administrators to maintain a sense of communal support.

### **Evaluation**

- Harbor School will review evaluation model and provide training to highlight procedures and processes that are impacted due to potential hybrid scheduling.
- Harbor School will develop hybrid observation schedules.

### **Career and Technical Education**

- Harbor School will extend learning with the goal of preparing students for postsecondary success, including training, education, employment, and independent living.
- Harbor School will develop options for Career Education, including in-school work experiences and career-centered instruction.
- Harbor School will utilize personalized learning plans/portfolios to customize each student's career education experience.
- Harbor School will implement career-centered assessments to ascertain learning loss and progress.
- Harbor School will conduct interest inventories to determine career interests and preferences.
- Harbor School will connect and work with families to prepare for transition services.
- Harbor School will begin to assess work sites for Structured Learning Experiences.
- Harbor School will ensure coordinators, students and parents receive the most current available guidance and information about health and safety in the workplace.
- Harbor School will work closely with business representative to discuss liability concerns and safety trainings for students.

# APPENDIX

## MANDATED CLEANING PROTOCOL

To assist in making sure we are cleaning areas efficiently and frequently, each classroom and related services staff must begin a specific daily routine using paper towels and the professional cleaning product given to you.

You can spray surfaces directly, or apply them to a paper towel to wipe down areas. This should be done by staff to be sure it is being done correctly.

### Areas you need to clean:

- Light switches
- All Doorknobs, including the one outside your door.
- Computer mice and computer desk area
- Student desktops
- Back area of student chairs
- Classroom phone
- Handles of classroom cabinets
- Edges and back of any tablets (please don't put cleaning products on technology screens)
- Any other surfaces you have that can be safely cleaned
- You must do an initial cleaning when you arrive before the students come in.
- We are then asking that you do this again at 11: 00am and 2:00pm

This will help supplement the cleaning being done by our facilities management team.

We have attached a schedule sheet so you can document each time the cleaning is done.

PLEASE check off as each area is cleaned and include the date and time.



Ver:1  
Harbor Summer School Calendar  
2020

July

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**July**  
6 First Day for Students  
6,7,8,9,10,13,14 Virtual

**August**  
14 Last Day of School  
14 1:00 PM Dismissal

August

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

\*\*Note:  
~ Dates shaded indicate days closed  
~ Dates with a line indicate 1p.m. dismissal  
~ Total Student Days = 30

2/27/2020

Harbor 10 Month Calendar  
2020-2021

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**SEPTEMBER**  
1, 2 Staff In-Service/Orientation-Professional Development  
7 Labor Day  
8 First Day for Students/1:00pm Dismissal/(Staff In-Service)  
9 1:00pm Dismissal/(Staff In-Service)  
11,18,25 1:00pm Dismissal/(Staff In-Service-Instruction)  
14,21 Virtual  
28 Yom Kippur

**OCTOBER**  
2,9,16,(23),30 1:00pm Dismissal/(Staff In-Service-Instruction)(23-Professional Development)  
5,19,26 Virtual  
12 Columbus Day - Closed for students and staff

**NOVEMBER**  
2,9,16,23,30 Virtual  
3 School Closed/Election Day  
6,13 1:00pm Dismissal/(Parent conf)  
19,20 1:00pm Dismissal  
25 1:00pm Dismissal  
26,27 THANKSGIVING

**DECEMBER**  
4,11,18 1:00pm Dismissal/(Staff In-Service-Instruction)  
7,14,21 Virtual  
23 1:00pm Dismissal  
24-31 CHRISTMAS RECESS

**JANUARY**  
1 New Years Day - observed  
4,11,25 Virtual  
1:00pm Dismissal/(Staff In-Service-Instruction)(15-Professional Development)  
8,(15),22,29 MLK

**FEBRUARY**  
1,8,22 Virtual  
5,12,26 1:00pm Dismissal/(Staff In-Service-Instruction)  
15 Presidents Day  
15,16,17,18,19 Winter Break

**MARCH**  
1,8,15,22,29 Virtual  
5,(12),26 1:00pm Dismissal/(Staff In-Service-Instruction)(12-Professional Development)  
19 1:00pm Dismissal/(Parent conf)

**APRIL**  
2 Good Friday  
5,6,7,8,9 Spring Break  
12,19,26 Virtual  
1:00pm Dismissal/(Staff In-Service-Instruction)(16-Professional Development)  
(16),23,30

**MAY**  
3,10,17,24 Virtual  
7,14,21,28 1:00pm Dismissal/(Staff In-Service-Instruction)  
31 MEMORIAL DAY (observed)

**JUNE**  
7,14,21 Virtual  
4,11,18 1:00pm Dismissal/(Staff In-Service-Instruction)  
22,23,24 1:00pm Dismissal  
24 Last Day of School

February

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

91  
~ Dates shaded indicate days closed  
~ Dates with a line indicate 1p.m. dismissal  
~ Total Student Days = 183

~ THREE (3) EMERGENCY DAYS HAVE BEEN BUILT INTO THIS CALENDAR. IF THESE EMERGENCY DAYS ARE NOT USED, THE LAST DAY OF SCHOOL WILL BE JUNE 21, 2020  
School Hours are 8:30am to 2:30pm for (Students)/School Hours are 8:00am to 3:00pm for (Staff)