

# Manasquan School District



## Charting Our Course:

Restart and Recovery Plan to Re-Open Schools – 2020-21

[www.manasquan.k12.nj.us](http://www.manasquan.k12.nj.us)



# Manasquan Board of Education

Eugene Cattani, Jr. President

Alfred Sorino, Vice President

Bruce Bolderman

Donna Bossone

Martin Burns

Terence Hoverter

Joseph Loffredo

Thomas Pellegrino

Alexis Pollock

Michele Cartaya (Lake Como)

Dennis Ingoglia (Brielle)

Anne McGarry (Spring Lake Heights)

## District Administration

Dr. Frank Kasyan, Superintendent of Schools

Dr. Peter Crawley, School Business Administrator/Board Secretary

Jesse Place, Assistant Superintendent

Rick Coppola, Director of Curriculum & Instruction

Lesley Kenney, Director of School Counseling Services

# Charting Our Course

---

## Manasquan School District's Restart and Recovery Plan to Re-Open Schools – 2020-21

### Introduction

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “[The Road Back – Restart and Recovery Plan for Education](#)” (NJDOE Guidance), a Guidance document to assist New Jersey school districts to develop, in collaboration with community stakeholders, a Restart and Recovery Plan (Plan) to reopen schools in September 2020 that best fits the school district's local needs. [Supplemental guidance](#) was also provided as the school year progressed. The NJDOE Guidance presents information for New Jersey public school districts related to four key subject areas: Conditions for Learning; Leadership and Planning; Policy and Funding; and Continuity of Learning.

This plan has been developed to be consistent with the requirements in the NJDOE Guidance with consideration given to the District's needs in order to ensure our schools reopen safely and are prepared to accommodate students' unique needs during this unprecedented time.

The requirements outlined in the NJDOE Guidance and incorporated into this Plan are controlled by Executive Order of the Governor of New Jersey and are subject to change.

# Critical Area of Operation #1

## General Health and Safety Guidelines

### Communication with Local and State Authorities

- District Administration consults with the school physician, Dr. Elad Tennen, and Monmouth County Health Department Health Coordinator Mr. Christopher Merkel.
- District Administration consults with Manasquan Police Chief Michael Bauer and the Manasquan Borough Council as needed.
- The Superintendent of School or Assistant Superintendent attend all virtual county roundtable meetings with the Monmouth County Executive County Superintendent of Schools as a liaison to the New Jersey Department of Education.

### Protocol for High Risk Staff & Students

Reasonable accommodations will be provided for individuals that the [Centers for Disease Control identifies as having a higher risk for severe illness from COVID-19](#), including older adults (aged 65 years and older) and individuals with disabilities or serious underlying medical conditions, which may include:

- Chronic lung disease or asthma (moderate to severe)
- Serious heart conditions
- Immunocompromised
- Severe obesity (body mass index, or BMI, of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease
- Medically fragile students with Individualized Education Programs (IEPs)
- Students with complex disabilities with Individualized Education Programs (IEPs)
- Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).

Students who are at high risk should consider choosing the District's fully remote learning option after consultation with their family physician. Students with complex disabilities or who require accommodations under a 504 plan are also encouraged to discuss their individual situation with their Child Study Team case manager or guidance counselor, as appropriate.

Reasonable accommodations will be made for staff members who are at high risk. Staff members in a high risk category should consult with their personal physician to determine what workplace accommodations may be necessary and then consult with their supervisor, principal, or central administration human resources to determine if such accommodations can be reasonably made depending on their position and job responsibilities. Should the staff member's job not permit such

accommodations, staff members should determine if any of the various paid and unpaid leave options apply to their individual situation and apply for same with any required medical documentation.

## Reducing the Spread of COVID-19

### Social Distancing and Minimizing Exposure

- Space between all desks in classroom and seats in common areas (e.g. cafeteria) will be maximized to the greatest extent possible with a minimum distance of 3ft apart per [NJDOH public health recommendations for local health departments for K-12 schools](#).
- Social distancing visual indicators prominently placed in all hallways establishing direction of traffic and 6ft distance from others.

### Face Coverings

- Reusable cloth face coverings will be provided by the District to students and staff or individuals may choose to bring their own from home
- Students must wear face coverings at all times while in school buildings with the following exceptions:
  - Doing so would inhibit the student's health.
  - The student is in extreme heat outdoors.
  - The student is in water.
  - A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.
  - The student is under the age of two (2), due to the risk of suffocation.
  - During the period that a student is eating or drinking.
  - Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
  - The student is engaged in high intensity aerobic or anaerobic activities.
  - During gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
  - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
- 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.

Currently, the CDC does not recommend use of face shields as a substitute for face coverings. Therefore, they may not be used to satisfy the face covering requirement detailed above. However, they may be an option for students with medical or other challenges that preclude the use of face coverings. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin.

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

Researchers have identified "frequent discomfort" as a potential challenge associated with implementing use of face covering requirements. Students and staff should be provided face covering breaks throughout the day. **Face covering breaks should only occur when social distancing can be maintained and ideally outside or with windows open.**

(See [NJDOE Update to Conditions of Learning, Health and Safety, "Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms"](#) and ["Critical Area of Operation #3: Transportation"](#) issued August 3, 2020.)

## Hygiene

- Hand washing will be encouraged throughout the school day with either hand sanitizer or soap and water.
- Lessons on [proper hand washing](#) and hygiene will be taught to age appropriate students.

Example In-Classroom Hand Sanitizer Dispenser



## Signage

Signage will be placed throughout school buildings in both paper form and on electronic signage displays with messages about strategies for reducing the spread of COVID-19.

Example Signage

**If you leave home, know your Ws!**

 <p><b>WEAR</b> a cloth covering over your nose and mouth.</p>	 <p><b>WAIT</b> 6 feet apart. Avoid close contact.</p>	 <p><b>WASH</b> your hands or use hand sanitizer.</p>
---	---	--

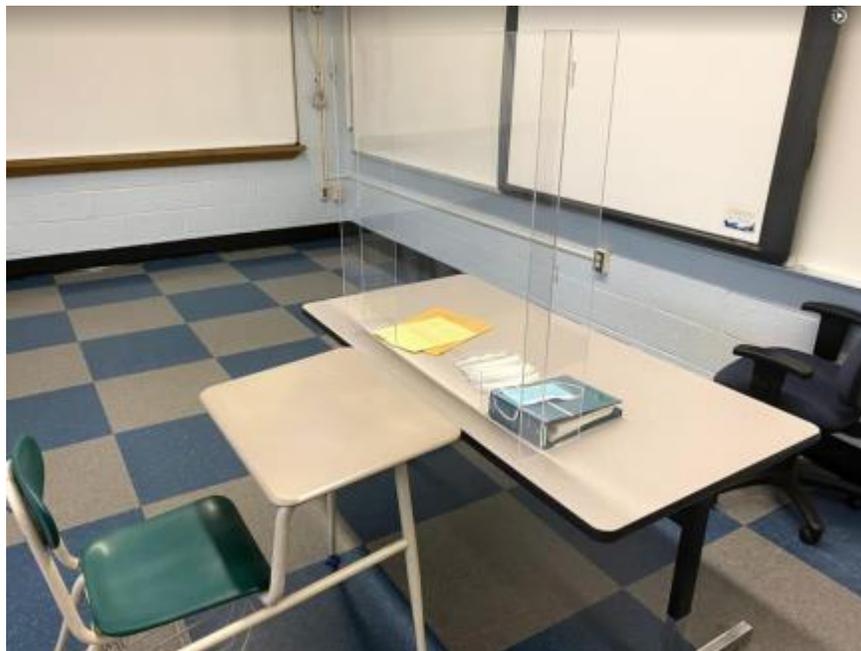
# Critical Area of Operation #2

## Classrooms, Testing, and Therapy Rooms

### Maintaining Social Distance

- Individual student desks in all classrooms or other learning spaces will be placed in such a way that a minimum of 6ft distance between students will be maintained.
- If the use of tables are necessary, individual seats will be only be permitted and marked with a minimum of 6ft of separation from each other.
- Excess or unneeded furniture will be removed from all classrooms so that increased capacity for students will be available.
- A typical District classroom will be able to hold 15-18 student desks separated by a minimum of 6ft, but this will be determined by room based on the shape and available desk space.
- Testing and therapy rooms will also maintain 6ft distance whenever possible. In situations where this is not possible, plexiglass partitions will be used.

**Example Plexiglass Partition Used for Therapy or Testing**



## Ventilation and Air Flow

- Building HVAC systems will use [MERV-10](#) filters or windows will be open at all times while the building is occupied.

## Materials

- The use of shared items/equipment/resources will not be permitted unless cleaned between each use.
- All students in grades 5-12 will be issued a District laptop as part of the District's 1:1 technology program so they should not need to share electronic devices or computers.
- The used of shared laptops, iPads, etc. will be limited and in all cases devices must be cleaned between each use

## Hand Sanitizing Stations

The District will maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom (for staff and older children who can safely use hand sanitizer).
- At entrances and exits of buildings.
- Near lunchrooms and toilets.

Children ages five and younger will be supervised when using hand sanitizer.

Students will be reminded to wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.

### Example In-Classroom Hand Sanitizer Dispenser



# Critical Area of Operation #3

## Transportation

### Transportation To and From School

- The District does not provide transportation for Manasquan resident students.
- Students attending Manasquan High School from a sending district (Avon-by-the-Sea, Belmar, Brielle, Sea Girt, Spring Lake, or Spring Lake Heights) should consult with their sending district regarding transportation guidelines.

### Transportation for Athletics

- Sports transportation will be provided.
- During transportation to and from athletic events all athletes and coaches will be required to wear a face covering while on the bus.
- Parents will be encouraged to provide transportation for their own children, if possible, to any games to minimize the number of athletes on the bus.

### Field Trips

- If a field trip is approved by the Board of Education that requires transportation, any requirements in place for transportation for athletics outlined above will apply.

# Critical Area of Operation #4

## Student Flow, Entry, Exit, and Common Areas

### Student Flow

In hallways, visual markers and signage will be used to encourage one-way traffic flow and the maintenance of social distance.

Example Hallway Markings



### Student Entry

The District will use multiple entrances at each school to minimize student contact. These will include:

- Multiple bus/parent drop-off points at high school by grade level or bus route.
- Multiple entrance points by grade level at elementary school.
- Temperature, symptom screening, and handwashing at entry.

Elementary school students will proceed directly to their classrooms upon entry.

High school students arriving early proceed to designated common areas (e.g. media center, gymnasium) where tables and/or desks will be socially distanced and remain there until school begins.

All students and staff will be screened for symptoms at entry points. (See *Critical Area of Operation #5 - Screening, Personal Protection Equipment (PPE), and Response to Students and Staff Presenting Symptoms*)

## Student Exit

Dismissal times at the end of each school day will be staggered to avoid overcrowding of hallways or exit points. Building Principals will determine the order which classrooms will be dismissed and the interval between dismissals. Elementary school classrooms will have designated exit points.

## Common Areas

The use of common areas for students and staff will be minimized.

Some common areas may be used by students for lunch and before school waiting areas when it is not possible to use individual classrooms. These may include, for example:

- Cafeterias
- Media Centers
- Gymnasiums
- High School Auditorium

When these common areas will be occupied by students, they will be furnished with individual student desks or tables that are spaced a minimum of three feet apart.

All common areas used by students will be disinfected between uses.

# Critical Area of Operation #5 Screening, Personal Protection Equipment (PPE), and Response to Students and Staff Presenting Symptoms

## Screening

The Board of Education has adopted Policy #1648 – Restart and Recovery Plan – which establishes the following screening requirements:

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

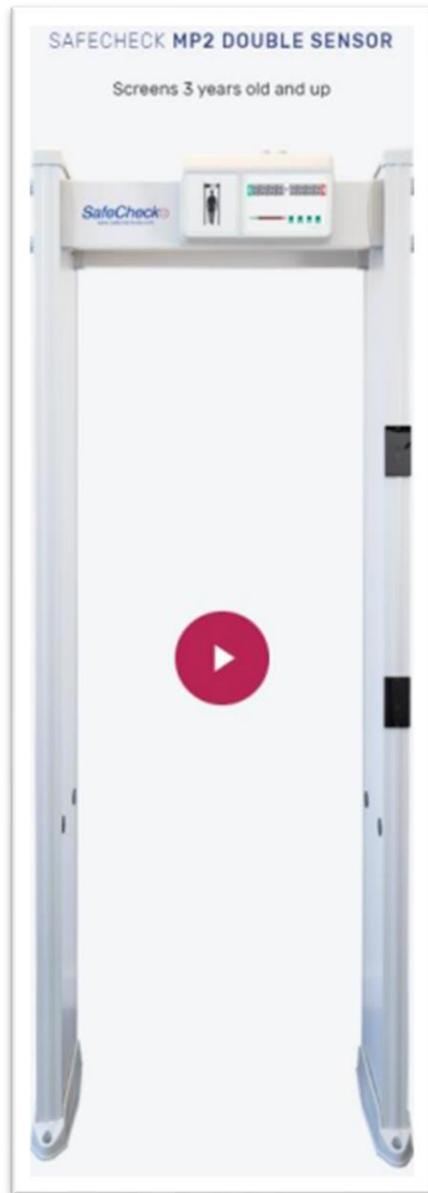
- (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
- (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- (3) Results must be documented when signs/symptoms of COVID-19 are observed.
- (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

Screening will occur at all building entry points established for students and staff. This will include:

- A temperature screening of all individuals entering the building.
  - Temperature screening will be done with either a handheld infrared thermometer by a staff member trained to use it or using a walk-through device equipped with an infrared thermometer that visually reports the individual's temperature.

- A visual inspection of all individuals entering the building by a staff member trained in COVID-19 symptom identification.
- A verbal confirmation that the individual is not experiencing any of the symptoms of COVID-19 which will be posted on a sign near the entry point.

### Example Walk-Through Temperature Screening Device



## Personal Protective Equipment (PPE)

Appropriate personal protective equipment (PPE) will be provided to all staff and students as needed. For most individuals, this will be a cloth or paper face covering. While students and staff are

encouraged to bring their own face coverings that they are comfortable wearing, the District will provide these at school as needed.

School nurses will be provided with additional PPE which may include face shields, N95 masks, surgical gowns, etc. since they may possibly be called to assist a student exhibiting symptoms of illness.

Teachers in special teaching situations may request additional or modified PPE through their supervisor or building principal (e.g. clear face coverings).

Students or staff requiring additional PPE as part of their own disability or medical condition will be reasonably accommodated and should provide written documentation to the school nurse or building principal, as appropriate.

## Face Coverings

Please refer to “*Critical Area of Operation #1 - General Health and Safety Guidelines*” for the requirements on wearing of face coverings.

# Response to Students and Staff Presenting Symptoms

The District will encourage parents to be alert for signs of illness in their children and keep them home when they are sick.

Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others at a designated area for each building. If it is determined by a school nurse or other medical professional that student or staff member has sustained symptoms consistent with those of COVID-19 they will be removed from the school as soon as possible and not permitted to return until medical clearance is obtained.

If the District becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, central administration will notify the Monmouth County Health Department, staff, and families of a confirmed case while maintaining confidentiality.

Anyone (student or staff) who was a close contact with an individual who tests positive for COVID-19 will be required to quarantine for the period of time established by the NJDOH. These individuals will be transitioned to fully remote learning as soon as possible and may continue learning from home or teaching from home during the quarantine period.

# Critical Area of Operation #6

## Contact Tracing

The District will work cooperatively with the Monmouth County Health Department in reporting and identifying close contacts of an individual associated with the school who has tested positive for COVID-19. School nurses will participate in the contact tracing process in consultation with the Monmouth County Health Department and were involved with this process's development. Contact tracing of students will involve using:

- Records of groups/cohorts
- Assigned staff
- Daily attendance

Unless otherwise directed by the Health Department, a close contact is defined as being within six feet for a period of at least 15 minutes in a 24-hour period.

School and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the Superintendent or designee will be provided information regarding the role of contact tracing conducted by State, county, and local officials. This information shall include the resources for contact tracing included in Appendix B of the [NJDOE Guidance](#).

# Critical Area of Operation #7

## Facilities Cleaning Practices

The District will adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. Enhanced cleaning and disinfecting measures including the following will be implemented:

- Bathrooms will be cleaned and disinfected hourly.
- Classrooms will be disinfected during the school day and nightly.
- Common areas (e.g. cafeterias) will be disinfected between each group of students using them.
- Regular sanitization and disinfecting of all hard, nonporous surfaces and common touch points (e.g. door handles, water fountains, cafeteria tables) will occur during the school day using EPA-approved broadband Q256 and RX75, hospital level disinfectants and virucides and electrostatic sprayers which kill human Coronavirus within two minutes.

Drinking fountains will be shut off and only water bottle filling stations will be available. Staff and students will be encouraged to bring refillable water bottles.

# Critical Area of Operation #8

## Meals

### In-Person Lunch

Lunch will be served in the larger common areas in order for students to maintain social distancing while eating. These areas will be furnished with individual student desks or tables that are spaced a minimum of three feet apart or marked with three feet minimally separated seats.

All common areas used by students will be disinfected between uses.

The District will work with its food service provider to discontinue family style, self-service, and buffet service formats and instead provide pre-packaged meals.

School staff will remind students not to share food.

School staff will encourage proper hand washing before and after eating meals.

Individuals must wash their hands with soap after removing their gloves or after directly handling used food service items.

### Lunch for Virtual Students

Students who are on the fully virtual program, and are eligible for nutrition benefits, will have their meals delivered twice per week by the district's food service management company, Simplified Culinary Services, if they elect to. Students in these categories will have two NSLP compliant lunches delivered on Monday (for Monday and Tuesday), and three NSLP compliant lunches delivered on Wednesday (for Wednesday, Thursday and Friday).

# Critical Area of Operation #9

## Recess/Physical Education

### Recess

- Recess groups will be separated by homeroom/cohort.
- Areas of the fields and courts will be identified for use by specific cohorts/groups and they will rotate daily through the areas.
- Face coverings may be removed during recess when individuals are outdoors and able to maintain a physical distance of six feet apart.

### Physical Education

- Locker rooms will not be utilized. Students should come to school on days when they have physical education class in appropriate attire.
- All physical education activities will be conducted to maintain social distance from other students as much as possible and with no physical contact between students.
- Physical education lessons will be held outdoors whenever possible.
- Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.  
(See [NJDOE Update to Conditions of Learning, Health and Safety, “Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms”](#) and [“Critical Area of Operation #3: Transportation”](#) issued August 3, 2020.)

# Critical Area of Operation #10

## Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours

### Field Trips

- If a field trip is approved by the Board of Education that requires transportation, any requirements in place for transportation for athletics will apply.

### Extra-Curricular Activities

- School-sponsored extra-curricular activities that are occurring must adhere to the same safety protocols as those in place during the school. Those that can occur using virtual or remote means of meeting will be encouraged to do so.

### Use of Facilities Outside of School Hours

- Use of school facilities outside of school hours is governed by [Board of Education Policy #7510 – Use of School Facilities/Fields](#).
- Any outside group authorized to use school facilities must follow district health and safety protocols.

# Academic, Social, and Behavioral Supports

Ensuring staff and students' physical health and safety is only the first step to optimizing conditions for learning. The District recognizes that academic, social, behavioral supports can unlock educator capacity to teach and student capacity to learn.

The District will use the following general strategies to ensure the transition back to school is a successful one for both students and educators:

- Student social and emotional health prioritized by school counselors.
- Pro-active family engagement by District staff.
- Mental health supports provided by school counselors
- Academic enrichment program for grades 1-9 provided in August 2020.
- Academic extra help and virtual "office hours" provided by teachers.
- Intervention and Referral Services team meetings.
- Child Study Team evaluations and identifications of students.

# Restart Committee

The District has established a Restart Committee charged with developing and implementing this plan. The Restart Committee will work closely with the school-based Pandemic Response Teams, Local Health Department, and others in municipal and county government as necessary.

During the Summer of 2020, the Restart Committee will held bi-weekly online meetings to discuss developments in the implementation of this plan. As the 2020-21 school year progressed, the restart committee met regularly to discuss the progress of the school reopening, evolving guidelines, and district operations.

The members of the Restart Committee are appointed by the Superintendent of Schools in consultation with the President of the Board of Education.

## Members of the Restart Committee

- District & School Administration
  - Dr. Frank Kasyan, Superintendent of Schools
  - Jesse Place, Assistant Superintendent
  - Dr. Peter Crawley, School Business Administrator/Board Secretary
  - Lesley Kenney, Director of School Counseling Services
  - Rick Coppola, Director of Curriculum & Instruction
  - Colleen Graziano, Principal
  - Robert Goodall, Principal
  - Megan Manetta, Principal
- Board of Education
  - Eugene Cattani, Jr., President
  - Alfred Sorino, Vice President
  - Bruce Bolderman
  - Joseph Loffredo
- District Employees
  - Ryan Basaman, Teacher, Manasquan Education Association Co-President
  - Cheryl Bontales, R.N., School Nurse
  - Margaret Ciufu, R.N., School Nurse
  - Jacqueline Szenzenstein, R.N. School Nurse
- School Community
  - Dr. Elizabeth Martin, DO, Parent, Infectious Disease Specialist
  - Anne McGarry, Parent

\* *Committee membership is subject to change.*

# Pandemic Response Teams

Each school will establish a “Pandemic Response Team” as a method for schools to help centralize, expedite, and implement COVID-19-related decision making. The Pandemic Response Teams are appointed by the building Principal and are responsible for:

- Overseeing each school’s implementation of the district’s 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 to the district as required.
- Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges posed 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.

## Manasquan Elementary School Pandemic Response Team

- Colleen Graziano, PreK-4 Principal
- Megan Manetta, Grades 5-8 Principal
- Margaret Polak, Supervisor of Special Education
- Margaret (Peg) Ciufo, School Nurse
- Jacqueline Szenzenstein, School Nurse
- Matt Hudson, Custodial Supervisor
- Nancy Sanders, Elementary School Counselor
- Anthony Cinelli, Middle School Counselor
- Teresa Savage, CST Member & Parent
- Timothy Clayton, School Security Supervisor
- William Pelly, School Security Officer
- Kelly Gale, Secretary
- Mary Dease, Custodian
- Laura Wahl, Teacher/Grades 6-8 Coordinator
- Teresa Reichy, Teacher/Grades 3-5 Coordinator
- Alyse Leybovich, Teacher/Grades PreK-2 Coordinator
- Eric Clark, Teacher/Special Subject Area Coordinator
- Linda Bradley, Teacher/Special Education Coordinator

# Manasquan High School Pandemic Response Team

- Robert Goodall, Principal
- Donald Bramley, Assistant Principal
- Richard Read, Assistant Principal
- Lesley Kenney, Director of School Counseling Services
- Margaret Polak, Supervisor of Special Services
- Cheryl Bontales, School Nurse
- Jacqueline Szenzenstein, School Nurse
- Tim Clayton, School Security Coordinator
- Elizabeth Rudder, Clinical Social Worker
- Matthew Hudson, Custodial Supervisor
- Claire Kozic, Teacher
- Brian Rostron, Teacher
- Jason Minutoli, Teacher

*\* Pandemic Response Team membership is subject to change.*

# Scheduling of Students

The District will resume in-person instruction for students for the 2020-2021 school year based on its [school calendar](#).

The schedules outlined below were informed by careful evaluation of the health and safety standards and the most up-to-date guidance from the New Jersey Department of Health (NJDOH), as well the input of stakeholders about the needs of all students and the realities unique to the District.

In accordance with N.J.A.C. 6A:32-8.3, the District’s in-person school days shall consist of not less than four hours. In cases where remote learning is used for a full-school day (i.e. high school alternating remote days or fully remote learning option) this requirement shall be met through synchronous remote instruction or asynchronous remote activities.

Effective April 19, 2021 (beginning of MP4), Manasquan High School will operate with all students attending in-person school every school day, except for those enrolled in the fully remote learning option.

## Manasquan Elementary School (Grades K – 8)

- Students attend full-day sessions every day following normal bell schedule.
- All classes are self-contained for the full school day.
- Certain small-group “pull-out” activities will take place for students requiring these interventions.

**Manasquan Elementary School Daily Bell Schedule**

Period	Begin	End	Length
HR	8:25	8:33	8
1	8:36	9:16	40
2	9:19	9:59	40
3	10:02	10:42	40
4	10:45	11:25	40
5	11:28	12:08	40
6	12:11	12:51	40
7	12:54	1:34	40
8	1:37	2:17	40
9	2:20	3:00	40

## Manasquan High School (Grades 9-12)

### Schedule In Effect September 9, 2020 through April 16, 2021:

Manasquan High School will implement a blended learning schedule to reduce the number of students physically in school on any given day.

- High school students will be divided into a blue group and gray group who attend school in-person on alternating days.
- On days when students are not attending school in-person they will be required to check-in and complete assignments virtually in the Canvas learning management system.
- A modified 9-period day schedule will be used for in-person students.
- The modified schedule will consist of 8, 45-minute class periods and a 25-minute lunch period.
- Most teacher schedules will provide dedicated time for virtual “office hours” where the teacher will be available online for student questions or extra help.

### Example Blue/Gray Group Alternating In-Person Schedule

Alternating In-Person Days				
M	T	W	R	F

### High School In-Person Bell Schedule (9/9/2020 – 4/16/2021)

Period	Start	End	Length		Period	Start	End	Length
1	7:34	8:19	45		1	7:34	8:19	45
2	8:22	9:07	45		2	8:22	9:07	45
3	9:10	9:55	45		3	9:10	9:55	45
4	9:58	10:43	45		4	9:58	10:43	45
5A	10:46	11:31	45		Lunch	10:43	11:08	25
Lunch	11:31	11:56	25		5B	11:08	11:53	45
6	11:56	12:41	45		6	11:56	12:41	45
7	12:44	1:29	45		7	12:44	1:29	45
8	1:32	2:17	45		8	1:32	2:17	45

From 11:08 – 11:31, lunch spaces will be disinfected.

**Schedule In Effect April 19, 2021 through June 23, 2021:**

Manasquan High School will be fully open to all students every day of the week.

- A modified 9-period day schedule will be used for in-person students.
- The modified schedule will consist of 8, 43-minute class periods and a 34-minute lunch period.
- Most teacher schedules will provide dedicated time for virtual “office hours” where the teacher will be available online for student questions or extra help.

**High School In-Person Bell Schedule (effective 4/19/21)**

<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Length</b>
<b>1</b>	<b>7:34</b>	<b>8:17</b>	<b>43</b>
<b>2</b>	<b>8:21</b>	<b>9:04</b>	<b>43</b>
<b>3</b>	<b>9:08</b>	<b>9:51</b>	<b>43</b>
<b>4</b>	<b>9:55</b>	<b>10:38</b>	<b>43</b>
<b>5A (Lunch)</b>	<b>10:38</b>	<b>11:12</b>	<b>34</b>
<b>5A (Class)</b>	<b>11:16</b>	<b>11:59</b>	<b>43</b>
<b>5B (Class)</b>	<b>10:42</b>	<b>11:25</b>	<b>43</b>
<b>5B (Lunch)</b>	<b>11:25</b>	<b>11:59</b>	<b>34</b>
<b>6</b>	<b>12:03</b>	<b>12:46</b>	<b>43</b>
<b>7</b>	<b>12:50</b>	<b>1:33</b>	<b>43</b>
<b>8</b>	<b>1:37</b>	<b>2:20</b>	<b>43</b>

# Staffing

District staff will be leveraged to monitor student movement, hallway traffic, and maintain safety according to the guidelines included in this plan.

Instructional staff will:

- Reinforce social distancing protocol with students and co-teacher or support staff.
- Limit group interactions to maintain safety.
- Support school building safety logistics (entering, exiting, restrooms, etc.).
- Become familiar with district online protocols and platforms.
- Plan standards-based lessons to meet the needs of students at various levels, ensuring versatility of lessons to apply to both fully in-person and hybrid learning environments.
- Develop predictable routines and structures for students while maintaining student engagement through varied instructional strategies/modalities.
- Provide regular feedback to students and families on expectations and progress.
- Set clear expectations for remote and in-person students.
- Assess student progress early and often and adjust instruction and/or methodology accordingly.
- Develop opportunities for real-time interactions with students (office hours, virtual meetings, etc.).
- Instruct and maintain good practice in digital citizenship for all students and staff.
- Instructional staff with additional capacity or limited time spent with students may assist with school building and safety logistics.

Teacher leaders or instructional coaches should support teachers in making necessary curricular adjustments and continuously improving the quality of instruction in remote and hybrid environments.

Administrators - in addition to administrators' non-instructional responsibilities, to ensure quality of continued learning in-person or virtually, administrators will:

- Consider roles for staff with health concerns, leveraging them to enhance the virtual learning environment and inform in-person instruction.
- Provide time for staff collaboration and planning (See Scheduling section).
- Prioritize vulnerable student groups for face-to-face instruction.
- Identify teachers and teacher leaders that may provide support to staff to continuously improve instruction in a virtual environment.
- Work with staff and faculty to ensure that teaching and learning, and all student services are effectively and efficiently developed, planned, and delivered.
- Hone collaboration, cooperation, and relationship building skills using alternative methods to remain connected to virtual instruction.
- Define and provide examples of high-quality instruction given context and resources available.
- Assess teacher, student, and parent needs regularly.
- Ensure students and parents receive necessary supports to ensure access to instruction.

- Communicate expectations for delivering high-quality instruction, assessing, and monitoring student progress in the virtual environment, in accordance with NJDOE's Professional Standards for Teachers and NJ Professional Standards for Leaders (N.J.A.C. 6A:9).
- Plan a process to onboard students and reestablish the classroom environment through emphasizing relationships with students and parents and resetting routines.
- Collaborate on curriculum planning and assessing student academic and social emotional well-being when students return to school.
- Create feedback loops with parents and families about students' academic and social emotional health and well-being, through use of remote learning conferences and/or surveys to parents about their child's experience and learning while out of school.
- Share a comprehensive account of academic interventions and social emotional and mental health support services available through the district.
- Create and communicate realistic student schedules to increase student engagement and accountability for both hybrid and remote learning models.
- Collaborate in determining expectations for differentiated instruction and rigor in hybrid and remote learning models.
- Support families in connecting with teachers and other services they need to be successful in navigating the virtual environment.

# Athletics

High school sports under the jurisdiction of the New Jersey Interscholastic Athletic Association (NJSIAA) may resume only in accordance with reopening protocols issued by NJSIAA and cannot resume earlier than June 30, 2020.

The District will comply with the guidance and directives of the NJSIAA as they relate to high school sports.

While the NJSIAA does not maintain oversight over middle school sports, the District will follow the same guidelines issued for high school sports for middle school sports.

# Student Access to Technology

All students in grades 5-12 will be issued District laptops through the District's one-to-one laptop program. Distribution of laptops to these students will begin in August 2020 consistent with [Board of Education Policy #7523 – School District Provided Technology Devices to Pupils](#).

Any student in grades PK-4 without access to a computer can request a laptop be loaned to them through their building principal or guidance counselor. Laptop computers will be made available from existing laptop cart allocations to be re-purposed and signed out by students/parents.

Students without internet access at home or a convenient location can request a District-owned cellular hotspot through their building principal or guidance counselor. The District maintains a small inventory of these devices for this purpose. The District will prioritize the distribution of these hotspots to those students who, in the absence of District-provided internet connectivity, may be unable to fully participate in remote instruction.

Students and parents can always access lessons and class resources on Canvas, Microsoft Teams, Office 365 and the District's other digital learning platforms as they do normally. Students can access Canvas using their district-provided laptop computers or home computers, smartphones, etc.

Building principals and guidance counselors will monitor student access to technology and online resources throughout the school year to pro-actively prevent lapses in student access to remote instruction as district or family circumstances evolve.

# Fully Remote Learning

## Fully Remote Learning Option

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “[Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021](#)” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

The fully remote learning plan below options parents may choose for their children should they wish to not send their children back to school for in-person instruction. Parents making this choice must be aware that the District will offer comparable educational services that would otherwise be delivered in-person, however learning modalities will necessarily differ.

## Procedures

- Parents wishing to enroll their child(ren) in the fully remote learning option must do so using the Fully Remote Learning Enrollment form that will be available in the Parent Portal on Monday, August 3.
- Deadline to sign-up for fully remote learning is Monday, August 10.
- An additional opportunity for parents to enroll their children for fully remote learning was offered when it was announced the high school would open for all students for daily in-person instruction on April 19, 2021.
- Once a student has selected an option for fully remote or in-person learning our expectation will be that they continue in that learning mode for at least the semester (half school year) to ensure continuity of education and assist the District with staffing stability, however individual consideration will be given on a case-by-case basis.
- Any student/parent choosing to enroll in the fully virtual program must contact their guidance counselor to discuss their virtual plan/schedule.
  - High School: [HS-GuidanceDept@manasquan.k12.nj.us](mailto:HS-GuidanceDept@manasquan.k12.nj.us)
  - Grades 5-8: Anthony Cinelli, [acinelli@manasquan.k12.nj.us](mailto:acinelli@manasquan.k12.nj.us)
  - Grades K-4: Nancy Sanders, [nsanders@manasquan.k12.nj.us](mailto:nsanders@manasquan.k12.nj.us)

## Fully Remote Learning in Pre-School/Pre-K

- Pre-K students with special needs and requesting a fully remote learning program should contact their case manager to arrange for an instructional program that meets the needs of their individual child.

## Fully Remote Learning in Grades K - 6

- Each grade level will have a teacher designated for students participating in fully remote learning.
- Each grade level's remote teacher will have a "virtual classroom" in Microsoft Teams where all virtual components will be made available to parents/students in one platform. This will be a secure location and students/parent will need to login with their district account to access it.
- Attendance, grading, and assessment procedures will be in place for all remote learners.
- Each grade level will be designated as a morning session or afternoon session. A specific schedule will be prepared at each grade level and provided to the parents by the classroom teacher that designates how the morning/afternoon time will be divided up for the live online sessions and independent practice.
- **Core Subjects:** Daily, whole-group lessons in the major subject areas of language arts, mathematics, social studies and science will occur as a synchronous learning experience at designated times during the day. At these designated times, parents will be responsible for signing on to the online meeting of the subject area lesson. During the whole-group lesson, students learning remotely can participate by answering questions, asking questions, receiving teacher feedback, or sharing a personal response.
- **Independent Practice:** Upon completion of the whole-group remote lesson, an independent practice/task will be assigned for completion at home. Some independent assignments may include additional instruction through viewing teacher-prepared videos, presentations with voice overs, or utilizing an age appropriate web-based resource.
- **Special Subjects:** A weekly asynchronous lesson will be created for special subject area classes (art, music, physical education, Spanish, and technology). Lessons will be published on the first day of the week and due on the last day of the week and can be completed at a time of the student's/parent's choosing.
- **Assessments:** Assessments will be implemented via the Canvas, Microsoft Teams, or other web-based platforms associated with our mathematics and language arts programs. Periodic opportunities for live 1:1 assessments (such as a guided reading running record) may also be scheduled with a parent for the child as deemed necessary by the classroom teacher.
- **Assignments:** Independent assignments will be submitted to the grade level teacher via the Canvas or Microsoft Teams platform.
- Parents of children in Grades K-6 who select the remote learning option for their child must commit to having an adult available to assist children with logging on at the designated times for whole-group instruction as well as be committed to ensuring that independent assignments and assessments are completed in specified timeframes.

## Fully Remote Learning in Grades 7-8

- Grade 7 or 8 students choosing fully remote learning will attend synchronous, remote classes for Math, English, Social Studies, and Science with a dedicated remote teacher during the normal school day periods according to their student schedule.
- In grades 7-8, teachers will utilize the Canvas Learning Management System to post links, assignments, and other instructional materials for both in-person and virtual students. Fully remote students will find a link on Canvas to attend the synchronous whole-group instruction portion of their class through Microsoft Teams. Teachers will utilize Microsoft Teams so that students can interact with the teacher live and ask and answer questions, get feedback, and interact with other fully remote classmates and the teacher each school day.

- Flexibility will be allowed in the time classwork is submitted each day for fully remote learners to allow for some asynchronous learning and work time outside of the traditional schedule should this be needed.
- **Special Subjects:** A weekly asynchronous lesson will be created for special subject area classes (art, music, physical education, Spanish, and technology). Lessons will be published on the first day of the week and due on the last day of the week and can be completed at a time of the student's/parent's choosing.

## Fully Remote Learning in Grades 9-12

- The nature of a comprehensive high school instructional program affords students the opportunity to take a number of varied core content and elective courses. Availability of fully online courses may differ, however, from those available to in-person students. In the case that a requested course is not available fully online, the District will work with the student/parent to reasonably accommodate requests through an alternative format (for example, independent study, completing assignment requirements for an in-person only class).
- Students who opt for fully remote learning in high school are required to check-in daily with their teacher through the discussion board in Canvas LMS during the class's scheduled time to satisfy NJDOE and Manasquan School District attendance requirements.
- Task and assignment completion are flexible throughout the day, as determined by the teacher. The length of time fully virtual students will be required to remain logged in to the learning platform of the lesson will vary, as determined by the teacher.
- Students will receive fully virtual core subject courses (English, Mathematics, Science, History) through synchronous and asynchronous approaches daily. Please note that most virtual course offerings will follow a college preparatory level pacing and rigor.
- Select honors and AP level fully remote courses will be available.
- If a fully remote honors or AP level course is not available, a student may elect to join the virtual portion of an in-person/alternating day class and complete the designated assignments without attending on the in-person days.
- Students will select additional elective courses based on availability offered in alignment with the in-school master schedule and daily bell periods but complete those courses online.
- Teachers will utilize remote learning best practices when delivering instruction through the Canvas and Microsoft Teams platforms, including online whole-group instruction, one-on-one video conferencing with a teacher, pre-recorded instructional videos, or guided research and exploration. Students can discuss progress or ask assignment questions through these platforms as well.
- Fully remote classes will consist of real-time collaboration via teacher and student shared documents and digital workflow. Students will also work independently through guided practice and review (traditional independent practice, online textbook activities, other online tools).
- Students will experience formative and summative assessments remotely including but not limited to timed assessments, project-based assessment, open notes, reflective open-ended essays, exit tickets and flip grids.
- Virtual "office hours" will be available for fully remote students where the teacher will be available online during designated times for students to check-in and ask relevant questions or needing to provide extra support.

## Resources - Microsoft Teams

- Microsoft Teams is the online meeting and collaboration platform used by the District for video conferencing and other online collaboration.
- Teachers of fully remote students will use Microsoft Teams to provide live whole-group or one-on-one instruction.
- All District-issued student devices will come with the Microsoft Teams app pre-installed. Parents can also download the free Teams app on their own personal computers or mobile devices.
- More information on Teams [here](#).

## Resources - Canvas LMS

- Canvas is the District's Learning Management System (LMS) used in grades 5-12 that acts as a virtual classroom and singular location for lessons, assignments, class calendar, etc.
- Parents can create their own "observer" accounts in Canvas to keep track of their child's online work.
- Canvas is fully web-based and can be accessed from any internet-connected device through a web browser or [mobile app](#).

# Preparations for Shift Back to Entirely Remote Learning

All students and staff should be prepared for the possibility of a shift back to entirely remote learning models should the public health situation dictate.

In preparation for this possibility, all students and staff are encouraged to leave school each day with all necessary educational technology (e.g. laptops and chargers) they would need to participate in or perform remote instruction. Instructional staff will regularly remind students to prepare for this and take materials with them as they may not be able to return to school to retrieve them.

Should this occur, all schedules and courses will occur remotely just as if it were occurring at school with regard to the bell schedule and lessons, classes, etc. planned for that day.

Unless the local health situation dictates otherwise, certain essential employees such as administrators, office/clerical staff, technology staff, maintenance/facilities/custodial staff, and security should expect to report to work on-site as scheduled.

Should the school closing last for an extended period of time, the District and school administration will meet to re-evaluate the scheduling and remote learning plans.

In preparation for this possibility, in-service training focused on strengthening remote learning capabilities will be offered by the District's technology integration coach in August and on the staff in-service days prior to the opening of school for students.

