

RETURN TO SCHOOL PLAN

Parsippany-Troy Hills Township School District
2020-21 School Year

Superintendent of Schools: Dr. Barbara Sargent

Reviewed by the Board of Education: August 20, 2020

Reviewed by the Morris Executive County Superintendent: August 26, 2020

Posted to the district website at www.pthsd.net

Introduction

This plan outlines procedures for re-opening the Parsippany-Troy Hills Township Schools for instruction following a lengthy closure due to the COVID-19 health crisis. In late June 2020, the NJ Department of Education provided The Road Back: Restart and Recovery Plan for Education to guide public school districts in opening school buildings in some capacity for in-person instruction in September. The Parsippany-Troy Hills School District has prepared this Return to School Plan in response to the guidance presented in The Road Back and includes the standards established by the NJ Department of Education.

Our goal is to welcome students and staff members back to school under the following conditions:

- § Protect to the greatest degree possible the health and well-being of students and staff;
- § Provide instructional consistency and sound practice;
- § Be sustainable in each of these key areas - -
 - o School community health
 - o Teaching and learning
 - o Personnel
 - o Finance

The Parsippany-Troy Hills School District will follow a Week A/Week B Model with Virtual Fridays for most students. This will allow for the recommended reduced capacity in school buildings. It provides for four (4) days of consecutive instruction for students which is critical for differentiating instruction after the initial introductory lesson and providing enrichment and small group support to students.

This model, through the implementation of Virtual Friday, provides a day of cleaning/disinfecting to prepare for the next week's cohort of students. It also allows for 9-10 days of natural quarantine for students and prepares students and staff for the possible transition to full distance learning.

High School: 7:40 a.m. to 2:25 p.m.

Middle School: 8:00 a.m. to 2:46 p.m.

Elementary School: 8:55 a.m. to 3:25 p.m.

Instructional expectations for live and remote instruction have been established and are included in the Appendix.

For the first weeks of school in September, the district will implement a 1/2 day schedule of in-person instruction with remote learning continuing in the afternoon. The schedule for each of our schools is:

High School: 7:40 a.m. to 11:45 a.m.

Middle School: 8:00 a.m. to 12:10 p.m.

Elementary School: 8:55 a.m. to 1:00 p.m.

Understanding the unique learning needs of several student populations – specifically, PreK students, special education students in self-contained classrooms, and English Language Learners – this plan includes special accommodations to support these children.

- Full day and Transition Preschool students will attend split AM/PM sessions Monday through Friday every week.
- Half-day Pre-School will be held following the Week A/Week B model.
- Elementary level self-contained special education classes (LLD, STRIVE, AU and MD) will be held as AM/PM split sessions Monday through Friday every week.
- Middle and high school self-contained special education classes will meet for a half-day Monday through Thursday every week. When the district returns to full day instruction, so will these students.

Kindergarten students will begin classes with the Week A/Week B model on September 14. Individual orientations (one parent, child, and Kindergarten teacher) will be scheduled for the week of September 8. Special education Kindergarten children in self-contained classes will begin on September 2.

The district also allows for parents to request full-time remote learning for their children and this has been communicated via several letters from the Superintendent to district families. Through the use of our *School Messenger* system, all communication is able to be translated into a family's particular language choice.

All students are eligible for full-time remote learning and parents were directed to indicate their decision for in-person or full remote learning through their child's *Genesis* account. Such decisions are non-binding and children can transition from in-person learning to full remote, and from full remote to in-person learning, with two week's notice to the building principal. Students participating in full remote learning will be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in district programs.

To address issues of digital access, the district will identify those families needing either a Chromebook or Internet access via survey and will provide this to ensure that all students are able to participate in remote instruction. The district was very successful with this endeavor this past spring and continued to accommodate families' requests for devices throughout the last quarter of the school year. There is a special "Virtual Learning Tech Support" link under "Family Resources" on our district website which parents can access if they require troubleshooting assistance with the Chromebook.

The Parsippany-Troy Hills Township School District 2020-21 academic calendar can be found on the district website at https://www.pthsd.k12.nj.us/UserFiles/Servers/Server_27012/File/District/2020-2021_Calendar.pdf and provides for 180 days of student instruction.

Finally, the district is a member of NJSIAA and is conducting high school athletics in accordance with protocol issued for Phase I and beyond sports conditioning and summer practices.

The Road Back: Restart and Recovery Plan for Education

Leadership and Planning

The district is grateful for the wisdom and problem-solving demonstrated by members of the Return to School Committee:

School Principals
Assistant Principals
Curriculum Supervisors
Pupil Services Supervisors
Senior Administrative Staff
PTHEA President and Representatives

Additionally, the Return to School Plan was reviewed by the Par-Troy Council which is comprised of PTA Presidents from all fourteen (14) schools, students from our middle and high schools, the township's Health Officer, and our Board of Education.

Each school has established a Safety/Pandemic Response Team to centralize, expedite, and implement decisions related to re-opening at the building level. A list of each school's team members is included in the Appendix and represents a cross-section of stakeholders.

Critical Areas of Operation

1. General Health and Safety Guidelines

Following the guidelines of the CDC, World Health Organization, and American Academy of Pediatrics, the district will promote the following behaviors to reduce the spread of COVID-19:

- Students and staff will stay home when not feeling well;
- Handwashing and respiratory hygiene;
- Facial coverings;
- Signs and messages to remind students and staff of social distancing and healthy behaviors.

Accommodations may be provided for individuals identified as being at a higher risk for severe illness from COVID-19. This was initiated via a memo sent from the Officer of Human Resources and through the allowance for families to adhere to Distance Learning for extended periods of time out of concern for their child's well-being. All documents related to Human Resources and COVID-19 may be found at https://www.pthsd.k12.nj.us/departments/human_resources/c_o_v_i_d-19

2. Classrooms, Testing, and Therapy Rooms

All schools will allow for social distancing within the classroom to the maximum extent practicable. The district will follow a Week A/Week B model with Virtual Fridays for most students. One group of students will

attend classes in person Monday through Thursday. A different group of students will attend classes in person the following week on Monday through Thursday. The group of students not in attendance at school will participate in remote learning from home. Every effort will be made to keep families on the same schedule.

Friday live attendance will be through special invitation only, and reserved for English Language Learners, students in self-contained Special Education classes, and students needing special counseling.

The exception to the Week A/Week B model includes:

- Special education students in elementary AU, MD, LLD, and STRIVE (BD) classes will attend split AM/PM sessions Monday through Friday every week. The AM Session will meet 9:00am-11:30am; the PM Session will meet 1:00pm-3:30pm.
- Full day and Transition Preschool students will attend split AM/PM sessions Monday through Friday every week.
- Half-day Pre-School will be held following the Week A/Week B model.
- Middle and high school self-contained special education classes will meet for a half-day Monday through Thursday every week. When full day in-person instruction begins, so will these students attend full day.
- Kindergarten students will begin classes with the Week A/Week B model on September 14. Individual orientations (one parent, child, and Kindergarten teacher) will be scheduled for the week of September 8. Special education Kindergarten children in self-contained classes will begin on September 2.

In addition to reducing the student population at any one time by half, classroom desks will be situated six (6) feet away from each other and will face in one direction. Facial coverings will be required for students and staff. The same parameters will be in place for non-instructional rooms.

To the greatest extent possible, elementary school classes will be kept together to include the same group of children each day. This cannot be easily accomplished at the middle and high schools. Teachers will be encouraged to bring students outside for lessons when seasonally appropriate. At the elementary level, outdoor recess will be scheduled more frequently and in smaller batches to provide opportunities for students to play outside.

Summer placement assessments and CST evaluations will follow the same protocols.

Students will have their own supplies, thus eliminating the need to share materials. Personal belongings will either be kept in lockers or in individual cubby areas.

Heating and ventilation systems are functioning appropriately and filters are frequently changed. Classroom windows will be open to provide for fresh air ventilation as long as weather conditions permit. Interior doors will be opened to increase ventilation and this has been approved by the Parsippany Fire Prevention Official.

Hand sanitizing stations are placed throughout the school buildings and by high-traffic areas such as the gymnasium, multi-purpose room, cafeteria, rest rooms, main office, and entrance lobbies. Signage will be placed throughout the schools to reinforce proper hand-washing procedures, promote healthy respiratory

etiquette, and mandate face coverings. If washing with soap and water is not possible, washing with an alcohol-based hand sanitizer (at least 60% alcohol) will be used.

3. Transportation

The district's Transportation Plan is included in the Appendix. The district will utilize a staggered attendance model which will decrease the number of students attending school by nearly half each week. As a result, the number of students on school buses should also be significantly decreased. A summary of the details within the plan include:

- Social distancing will be considered when bus stops are created and/or assigned by the transportation department.
- Drivers will be provided with assigned route sheets and seating charts. These seating charts must be followed.
- Students will be seated as far away from each other as possible on the school bus. Whenever possible we will assign one student per row or one student per every other row. Siblings may be seated together.
- Students will wear masks while entering and exiting the bus. If proper social distancing is not possible, students will continue to wear their face mask while riding the bus.
- Accommodations for students who are unable to wear a face covering will be addressed according to the student's particular need.
- The bus will be loaded from the back to the front and unloaded from front to back in order to alleviate unnecessary contact between the students as they enter and exit the bus.
- Hand sanitizer/wipes will be available for all students as they board the bus.
- Seats and handles will be wiped down after each school's run. The District has ordered "Atomizing Disinfectant Sprayers" which may be used on transportation vehicles as needed.

4. Student Flow, Entry, Exit, and Common Areas

There will be no visitors allowed in the schools except by explicit invitation by the school principal. Parents dropping off students will not be able to leave their cars. Principals will plan for the safe drop-off of students with their respective Safety/Pandemic Response Teams. A plan for releasing students to parents/caregivers at the end of the day will be developed.

Child Study Team meetings will be held virtually. Parent-Teacher Conferences will be held virtually.

Common areas such as multi-purpose rooms, gymnasiums, cafeterias, and auditoriums will be restricted except in instances where social distancing can be implemented. Physical guides or markings will be employed to assist students and staff in maintaining appropriate distancing.

5. Screening, PPE, and Response to Students and Staff Presenting Symptoms

As per the NJ Department of Education's Restart and Recovery Plan for Education, school districts must adopt a policy for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. The district will adhere to CDC guidelines with regard to screening. Due to the changing nature of this guidance, protocols for screening staff and students will be determined later in August as we approach the opening of school.

Students and staff are required to wear masks as per the Governor's mandate unless doing so would inhibit a person's health. A physician's note will be required to document instances where a mask cannot be worn. Disinfectant and hand sanitizer will be available for use.

School officials will encourage parents to be on alert for signs of the illness in their children and to keep their child home when they are sick.

Students and staff presenting symptoms of COVID-19 while in school will be referred immediately to the school nurse for assessment and these patients will be isolated until arrangements for transportation home can be made. In the event that a staff member or student tests positive for COVID-19, the district will follow the guidelines of the local Health Department and NJ Department of Health.

Further information concerning the district's response to COVID-19 can be found on the district's website at https://www.ptahsd.k12.nj.us/departments/human_resources/c_o_v_i_d-19

6. Contact Tracing

The district has a strong partnership with the Parsippany Health Department and the local Health Officer. In the event that a student or staff member should be in close contact with a person infected with COVID-19, or have a positive test for COVID-19, the district will follow the guidelines of the Health Officer and cooperate in all tracing endeavors. All applicable federal and state requirements regarding privacy of educational and health records (FERPA) will be followed.

The Superintendent of Schools is responsible for providing notification to the school community in the event of a confirmed case of COVID-19. Additionally, regular communication will be disseminated to students and staff regarding self-reporting symptoms and/or suspected exposure to assist with prompt notification.

Finally, District Policy #8451 "Control of Communicable Disease" outlines the district's responsibilities in controlling the spread of communicable disease. This includes complying with regulations of the NJ Department of Health and the Parsippany-Troy Hills Township Board of Health, excluding students and staff who are ill or have been exposed to a communicable disease, and developing procedures for the control of communicable disease -- ie, daily self-temperature checks and symptom monitoring.

7. Facilities Cleaning Practices

In addition to all existing established cleaning procedures, the District Facilities and Custodial departments will implement the following measures in an attempt to protect students, staff and visitors from contracting or spreading the COVID-19 virus:

- Special attention will be given to the disinfecting of high trafficked areas in and around all school facilities. Frequently touched surfaces such as door handles, door knobs, panic bars, and light switches will be cleaned and disinfected at a minimum of twice per day.
- Cafeteria tables will be cleaned and disinfected before and after each lunch session.
- Restroom and locker room cleaning and disinfecting frequency will be increased to at least twice per day. This will also include all frequently touched surfaces such as flushometers, faucets, soap and sanitizer dispensers, paper towel dispensers, door handles, etc.
- Trash collection will be performed only by properly outfitted custodial personnel using approved latex, nitrile or vinyl gloves. Trash receptacles will be emptied and liners replaced in restrooms during the normal school day as well as the evening cleaning to maintain sanitary conditions.
- All hand sanitizing, soap and paper towel dispensers in restrooms and common areas will be checked and refilled four times daily to ensure they are usable at all times.
- Water fountains will be covered and not used; bottle filling stations will be sanitized twice daily and once during the evening shift.
- Any areas designated as food consumption locations will also have an increased frequency of cleaning and sanitizing procedures once these areas have been established.
- If playground and recreational areas are reopened and being regularly used additional cleaning and sanitizing measures will also be implemented for those areas.
- All maintenance vehicles will be cleaned and sanitized at the end of each shift. The operator of that vehicle will be responsible for making sure this is accomplished before any other personnel operates the vehicle.
- The facilities department management team will be responsible for tracking the inventory and restocking as necessary all cleaning and sanitization supplies used throughout the District. Supplies will be reordered as available. Supply levels will be maintained when possible with at least three months kept in reserve for future use as needed.
- New equipment and materials will be continuously investigated and reviewed as they come to market. The District has already ordered enough “Atomizing Disinfectant Sprayers” and the proper sanitization chemicals required to outfit all District facilities as well as the transportation department for the upcoming school year.

These items are highly recommended throughout the industry to combat the spread of COVID-19. These products will be utilized daily throughout the facilities in established areas.

- PPE supplies (face masks and gloves) will be purchased and supplied to personnel and staff in accordance with the district's COVID-19 Safety Plan. The Facilities management team will be responsible for providing training and updated procedures and products to all custodial personnel as they become available.
- Air filters in all HVAC equipment will be changed quarterly as long as the COVID-19 issue continues.
- Fitness centers will be cleaned and sanitized twice daily and once during the evening shift focusing on any items being regularly handled. Sanitizing wipes and products will be provided in these areas so self cleaning by the users will also be possible and encouraged as many commercial gym facilities are currently doing.
- All vehicles involved in the transportation of students will be cleaned and disinfected daily using a combination of sanitizing wipes and Atomizing Disinfectant Sprayers
- All contact between employees and students within the facilities will be within the parameters outlined in the District publication of "COVID-19 Exposure Prevention, Preparedness, Response and Safety Plan".

In summation the Parsippany-Troy Hills School District will follow all recommendations outlined in numerous Government publications and advisories which are already established and will adjust our procedures and policies accordingly as new advisories are released and updated. A Custodial Handbook (Parsippany/Troy Hills Custodial Handbook Best Practices Reference and Training Guide) outlines each of these procedures and contains additional protocol for general cleaning and maintenance of the district facilities.

8. Meals

The district's Foodservice Biosecurity Management Plan will be followed with the following additions:

- There will be no Salad Bar offered for students or staff.
- Only wrapped and packaged food will be provided to students.
- For students who are remote learners and in the event of a closing, students who are eligible for Free and Reduced Meals may pick up a meal(s) at Parsippany Hills High School (West side of town) and Parsippany High School (East side of town) between the hours of 11:00 a.m. and 12:00 Noon. Students who are unable to pick up a meal at these locations should speak with their school principal and alternate plans will be made.
- Social distancing will be in effect during all school's lunch period, with the understanding that students may eat in classrooms, in smaller groups in the cafeteria, outdoors, and in other supervised areas of the school. Tables and surfaces will be cleaned and sanitized between each meal service.
- Proper hand washing will be encouraged before and after eating meals.

9. Recess/Physical Education

Recess will be staggered so that student groups can be distanced. Most school grounds have multiple outdoor spaces for activities and cones, flags, etc. will be used to maintain distance between groups. Weather permitting, P.E. classes will take place outside with non-contact activities.

Locker rooms will not be used; students should wear comfortable clothing and shoes suitable for outdoor activity. Handwashing/use of hand sanitizer will be encouraged as students return inside.

P.E. classes during students' week away from school will consist of choice activities.

10. Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours

Only field trips directly linked to a student's IEP (Community-Based Instruction) will be considered at this time.

Social distancing, hygiene protocol, and facial coverings will be applicable during district-sponsored extra-curricular activities. When possible, online meetings are encouraged.

Assemblies and large gatherings will not be scheduled.

Community use of the school facilities will be restricted to field and outside areas only. **No access will be permitted to the school buildings.**

Appendix

Parsippany-Troy Hills Township Schools

SAFETY/PANDEMIC RESPONSE TEAMS 2020-2021

EASTLAKE SCHOOL

Sebastian Powell, Principal
Bonnie Griesmer, School Counselor (Acting Principal in Absence of Sebastian Powell)
Debra Molloy, School Nurse
Marianne Felger, Head Secretary
Toni Farneski, School Psychologist
Christine O'Connor, Teacher Representative
Ben Hur Castro, Head Custodian
Kara Baltuch- Teacher
Laura Breiten- Teacher
Mary Coen- Teacher
Jacqueline Fairweather- Preschool ABA Teacher
Jamie Fugowski- Physical Therapist
Michelle Mizerek- Teacher
Maria Torres- Preschool Disability Teacher

INTERVALE SCHOOL

Christopher Waack, Principal
Leticia Lombardi, Head Secretary
Donna O'Donnell, Guidance Counselor
Lorna Crooker, School Nurse
Lauren Timmins, School Psychologist
Edwin Rivera, Head Custodian
Rosanna DeFilippo, Classroom Teacher
Madeline Brown, Classroom Teacher
Allison Mania, Classroom Teacher
Karla Madrigal, Classroom Teacher
Laura Katzenberger, Kindergarten Paraprofessional

KNOLLWOOD SCHOOL

Merisa Rosa, Principal
Denise Brewer, School Counselor
Ileana Cascio, Head Secretary
Patty Allocca, School Nurse
Danielle Ciccone, Grade 1 Classroom Teacher
Kristina Seib, Grade 5 Classroom Teacher
Chris Metzger, K Classroom Teacher
Raj Subramanian, Physical Education Teacher
Tara Snellings, Basic Skills Math Teacher
Kristen Serrecchia, Special Education Teacher
Alex Partington, Grade 4 Classroom Teacher
Debbie Buldo, Grade 2 Classroom Teacher
Chrissy Henze, Special Education Teacher
Chris Vittorio, Grade 5 Classroom Teacher
Jenna Brennan, Grade 2 Classroom Teacher
Pauline Corforte, Paraprofessional

LAKE HIAWATHA SCHOOL

Steve Figurelli, Principal
Christine Carlson, School Nurse (parent in district)
Taki Radiotis, School Counselor
Narmada Iyengar, Head Secretary (parent in district)
Brian Dohm, Head Custodian (parent in district)
Melanie Medina, LDTC
Wendy Brindle, Special Education Teacher
Amanda Finnerty, General Education Teacher
Barbara Hackling, Paraprofessional
Catherine Metcalf, Paraprofessional
Jennifer Boscarino, Teacher
Susan Jamieson, Teacher
Emily Alston, Teacher
Rosalia Santafiore, Teacher
Ann Boscia, Teacher
Kathryn Kimmel, Teacher

LAKE PARSIPPANY SCHOOL

Steven Linzenbold, Principal
Lynne Fornini, Head Secretary
Cavan Londergan, Guidance Counselor
Mary Beth Willmot, School Nurse
Ryan Patel, School Psychologist
Juan Castro, Head Custodian
Kristina Weber, Classroom Teacher
Maria Manley, Classroom Teacher
Ashley Arriaza, Classroom Teacher
Jennifer Quarno, Classroom Teacher
Keith Bruno, Classroom Teacher
Darla Kaminsky, Media Specialist
Stacey Van Seggern, Classroom Teacher
Tracy Shawgo, Kindergarten Teacher
Sandra Amadio, Paraprofessional

LITTLETON SCHOOL

Michele Hoffman, Principal
Carol DePugh, Head Secretary
Jackie Greenberg, Guidance Counselor
Adrienne Schauder, Classroom Teacher
Dena Viscuso, Classroom Teacher
Patricia Napolitano, Media Specialist
Michelle Dowling, Nurse
Susan Finchler, Psychologist
Carlos Rojas, Head Custodian
Julie Wallace, Parent Representative

MT. TABOR SCHOOL

Marlene Toomey	Principal
Sharon Dickerson	Head Secretary
Maxine Cieri	Guidance Counselor
Alison Donde	Grade 1 Classroom Teacher
Jeanne Glodek	Grade 5 Classroom Teacher
Beth Raff	Media Specialist
Kathy Edwards	Paraprofessional
Angie Meyer-Pflug	Nurse
Ryan Patel	Psychologist
(Vacant)	Head Custodian
Darshana Ramani	Parent/Noontime Aide

NORTHVAIL SCHOOL

Natalie Betz Principal
Richard Breiten Co-chair and Guidance Counselor
Jane Murawski School Nurse
Christopher Hanna Head Custodian
Lauren Hackett Grade 2 (rep. for primary grades)
Jenelle Garcia Grade 3 (rep. for intermediate grades)
Janet Penna Intermediate Teacher/Teacher Liaison
Kim Clark Reading Specialist (rep. for special education teachers)
Kathy Serrao BSI Math (rep for specialist)
Judy Standar Secretary Northvail
Jessica Hensal School Psychologist
Andrea Axt LLD Teacher-Representation (New Program)
Katelyn Walsh Grade 4 Teacher
Patricia Delcore Paraprofessional

ROCKAWAY MEADOW SCHOOL

Keith Cortright, Principal
Carmen Rosa, Head Secretary
Carole Capitanelli, Nurse
Zenon Bilanych, Head Custodian
Allison Larger, Counselor
Kimberly VanderGroef, School Psychologist
Melissa Andreacio, AUT Teacher
Bryan Hershkowitz, PE Teacher
Tayler Egan, Kindergarten Teacher
Lisa Freitag, 1st Grade Teacher
Kelly Jo Bledsoe, 5th Grade Teacher
Gina Masterson, 4th Grade Teacher
Linda Algieri, BSI Teacher
Scott Baird, Paraprofessional
Valerie Recchia, Paraprofessional
Patrick Campbell, Parent
Jessica Coe, Parent

TROY HILLS SCHOOL

Jeff Martens, Principal
Donna Martinez, Head Secretary
Rachel Falconer, Nurse
Maria Contaldo, Head Custodian
Bayley Clayton, Counselor
Sarah Stampler, School Psychologist
Tiffany Poquette, Reading Specialist
Christine Lupere-Fugere, Media Specialist
Marie Ricca, LLD Teacher
Joe Gesumaria, ESL Teacher
Jen Goodhand, MD Teacher
Katherine Cascioli, Gr. 3 Teacher
Karin Light, Kindergarten Teacher
Danielle Visoskas, Resource Teacher
Paulette Caccavale, ParaProfessional

BROOKLAWN MIDDLE SCHOOL

Carly Stout - Principal
Rich Fonti - Assistant Principal
Matt Stanzone - Assistant Principal
Lauren Penna - School Counselor
Ed Young - School Counselor
Karen Mikorski - School Counselor
Alex Fertig - School Psychologist
Ann Butyn - School Nurse
Karen Sturtz - LDTC
Rachel Villanova - Supervisor
Donna Ricker - Lead Science Teacher
Terry Calafiore - Head Secretary
Allison Franz - Tech Teacher
Alyssa Keller - Special Ed Teacher
Kellie Andersen - Teacher/Parent
Jeanine Clark - Special Ed Teacher
Hermine Samtanil - Para
Wayne Malek - Head Custodian
Det. Patrick McCarthy - SRO
Joe Sellito - Security Guard

CENTRAL MIDDLE SCHOOL

Mark Gray - Principal
Joe Flanagan - Assistant Principal
Evan Totka - Assistant Principal
Detective Awilda Curving - SRO Officer
Kevin Duffy - Security Officer
Theresa Mulroony - Guidance Counselor/Guidance Coordinator
Larry Hart - Guidance Counselor
Anne Sutherland - Guidance Counselor
Dan Yarosz - SAC
Barbara Bailey - Certified School Nurse
Diane Pierce - CST - LDTC
Dale DeGraw - CST - Psychologist
Julianne Buccino - 8th Grade English Teacher
Seema Goldberg - 6th Grade English Teacher
Julia Crompton - ESL Teacher
Laura DiSantis - Special Education Social Studies Teacher/Lead Teacher of Special Education
Leon Doty - 8th Grade Mathematics Teacher/Lead Teacher of Mathematics
Jennifer Flynn - 8th Grade Science Teacher/Lead Teacher of Science
Kevin Schmid - Physical Education Teacher/Lead Teacher of Physical Education/Athletic Coordinator
Stacy Hilgendorf - Special Education Social Studies Teacher - Parent
Giselle Gonzalez - Spanish Teacher - World Language/Special Areas Lead Teacher
Kristen Cappuccino - Band Teacher - Parent
Michael Osborne - Head Custodian
Barbara Shannon - Head Secretary
Steve Brock - Paraprofessional

PARSIPPANY HIGH SCHOOL

Dr. Denis Mulroony, Principal
Mr. Michael DiBernard Assistant Principal
Mr. Keith Bush, Assistant Principal
Mrs. Melissa Carucci, Assistant Principal
Mrs. Judith Skibitski, School Nurse
Mrs. Susan Engfer, Head Secretary
Mrs. Stacy Bush, Guidance Coordinator
Mr. Joseph Giudice, Psychologist
Mrs. Eileen Dugan, LDTC
Mr. Michael Prall, Head Custodian
Mrs. Aimee Doyle, Student Assistance Counselor
Mr. Robert Lenahan, School Resource Officer
Shawn d'Anunciacao, Teacher
Jason Hurta, Teacher
Megan Barry, Teacher
Matt Lazzari, Teacher
Monika Castillo, Teacher
Rebecca Lilienthal, Teacher
Matt Reidinger, Teacher
Jeremy Chaudruc, Teacher
James Powles, Teacher
Shari Ellis, Teacher

PARSIPPANY HILLS HIGH SCHOOL

Matt Thompson, Principal
Chris Keegan, Assistant Principal
Todd Ricker, Assistant Principal
Assistant Principal - TBD
Jamie Madonna, School Nurse
Carol Smith, Lead Secretary
Tricia Morsillo, Lead Counselor
Jose Reyes, Head Custodian
Gloria Ortiz, School Resource Officer
Erin Andreotta, Child Study Team
Rachael Krehel, Art
Bill Kadar, English
Pedro Hernandez, History
Jackie Forte, Foreign Language
Gi Shin, Math
Dave Wolckenhauer, Science
Karen Brzezinski, Physical Education

Parsippany-Troy Hills Township School District

Transportation Department

2020-2021

RETURN TO SCHOOL PLAN



Transportation Supervisor: Janice Ortiz
Dispatcher: Tiffany Pizza

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GENERAL EMPLOYEE GUIDELINES

REOPENING PLANS AND PROCEDURES

- It is the responsibility of all transportation department employees to be aware of this plan and the procedures set forth in this document and for each of them to follow this plan and the procedures on a daily basis.
- Each district building will have specific procedures, much like those set forth in this document, and it is the responsibility of all transportation department employees to follow the directions of all district administrators when visiting other district buildings.

FACIAL COVERING

- Effective immediately and until further notice, all employees working in district buildings will be required to wear facial coverings when social distancing may not be possible. Wearing a face mask can potentially help slow the spread of COVID-19 and can prevent individuals who may have unknowingly contracted the virus from transmitting it to others.

HAND WASHING

- All employees should wash their hands often.

HAND SANITIZING

- All employees should sanitize their hands when they enter the building. Hand sanitizing dispensers are located in several areas of each district building.

SOCIAL DISTANCING

- All employees are asked to adhere to social distancing guidelines and practices whenever possible.

REPORTING HEALTH CONCERNS

- If an employee experiences symptoms related to COVID-19 it is imperative to the safety of all other district employees and students that the employee's supervisor be notified.
- If an employee becomes aware that they have been exposed to COVID-19 it is imperative that they report this to their immediate supervisor.
- If an employee decides to take an unplanned sick day they must leave a detailed message at the transportation office as to the nature of their absence. Messages should consist of the employee's name, the date they are going to be out and whether or not they are experiencing COVID-19 related symptoms.
- If an employee experiences COVID symptoms or tests positive for COVID-19 they will not be permitted to return to work until they receive a note from a physician stating that they are in good health.

OFFICE AND BUILDING GUIDELINES

TRANSPORTATION OFFICE

- There is sufficient room in the transportation office for the office staff to effectively practice social distancing when sitting at their work stations. Face masks should be worn when moving throughout the office or when proper social distancing isn't possible.
- There should only be two (2) additional employees in the transportation office at a time. Therefore, all non office staff should wait outside of the transportation office until such time as they can enter the office without exceeding this two (2) person limit. This includes, but is not limited to, bus drivers, bus aides and all other district employees.
- Hand sanitizer will be located on the desks of all office employees. All transportation department employees should utilize this sanitizer when handling department office supplies.

DRIVER/AIDE KITCHEN

- The driver and aide kitchen area is not large enough to successfully practice social distancing if overcrowded. This area should be limited to no more than two (2) individuals at any given time.
- Although this area will be cleaned on a daily basis, employees should properly disinfect any and all parts of this area after their use. For example, employees should wipe down counters, sinks, etc., after they are finished using them.
- Until further notice, employees will not be permitted to bring food for sharing.

DRIVER/AIDE LOUNGE

- The driver and aide lounge area is not large enough to successfully practice social distancing if overcrowded. This area should be limited to no more than six (6) individuals at any given time.
- Although this area will be cleaned on a daily basis, employees should properly disinfect any and all parts of this area after their use. For example, employees should wipe down tables after they are finished using them.

BUILDING/DISTRICT BATHROOMS

- Transportation staff is encouraged to use the two (2) bathrooms located on the lower level of the building. These bathrooms are sanitized daily and will also be sprayed intermittently throughout the day.
- All employees should wash and sanitize their hands when leaving the bathroom.
- All employees should leave the bathrooms clean and sanitary. Water should be wiped from the counters and all paper should be thrown in the garbage.
- If a transportation employee needs to go into any other district building to use the bathroom they must be wearing a face mask and follow the rules and procedures set forth by the administration of that specific building.

TRANSPORTATION EMPLOYEES DAILY PROTOCOL

OFFICE STAFF (Supervisor, Dispatcher, Secretary)

- All office employees will be required to monitor their temperature prior to coming into work.
- All office employees will be required to complete a daily log sheet (see example attached) with regard to COVID symptoms and exposure.
- Employees will be required to “punch in” using the district Kronos machines. It is preferred that all transportation staff use the machine located directly outside of the transportation office. The finger scan feature has been temporarily turned off so employees will only be required to enter their employee ID number. Gloves will be located near the Kronos machine and should be worn on the hand used to operate the machine. Gloves should be properly disposed of in the garbage can located underneath the Kronos machine.
- All office employees should attempt to use only their specific desk telephones throughout the day. Phones should also be sanitized each morning and afternoon. Sanitizing wipes will be provided.
- Office employees will be responsible for the cleanliness of their work stations. Desks, keyboards, monitors, etc. should be wiped down on a daily basis.

BUS DRIVERS

- Bus drivers will be responsible to monitor their own health and report any illness or COVID symptoms they experience to their immediate supervisor.
- Employees will be required to “punch in” using the district Kronos machines. It is preferred that all transportation staff use the machine located directly outside of the transportation office. The finger scan feature has been temporarily turned off so employees will only be required to enter their employee ID number. Gloves will be located near the Kronos machine and should be worn on the hand used to operate the machine. Gloves should be properly disposed of in the garbage can located underneath the Kronos machine.
- Bus drivers must have their temperature taken each morning when they enter the building. A table will be set up and employees will be assigned to assist in this process. Drivers will also be required to complete a daily log sheet (see example attached) with regard to COVID symptoms and their possible exposure to the virus.
- Each bus driver will be assigned a locker within the building. All personal PPE or personal items that the driver is not taking with them on their bus should be kept in this locker. Drivers should also keep all sanitizing agents from their buses (hand sanitizer/wipes, disinfectant, gloves, etc.) in their lockers each night.
- Bus drivers will be required to wear a face mask while interacting with students. They will also be required to wear a mask while boarding, exiting or moving throughout their vehicle for any reason when children are present. Bus drivers are discouraged from wearing a mask while driving.

BUS AIDES

- Bus aides will be responsible for monitoring their own health and report any illness or COVID symptoms they experience to their immediate supervisor.

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- Employees will be required to “punch in” using the district Kronos machines. It is preferred that all transportation staff use the machine located directed outside of the transportation office. The finger scan feature has been temporarily turned off so employees will only be required to enter their employee ID number. Gloves will be located near the Kronos machine and should be worn on the hand used to operate the machine. Gloves should be properly disposed of in the garbage can located underneath the Kronos machine.
 - Bus aides must have their temperature taken each morning when entering the building. Bus aides will be required to complete a daily log sheet (see example attached) with regard to COVID symptoms and their possible exposure to the virus.
 - Each bus aide will be assigned a locker within the building. All personal PPE or personal items that the bus aide is not taking with them on their assigned bus should be kept in this locker. Bus aides should also keep all sanitizing agents they are given (hand sanitizer/wipes, disinfectant, gloves, etc.) in their lockers each night.
 - Bus aides will be required to wear a face mask while interacting with students. They will also be required to wear a mask while boarding, exiting or moving throughout the vehicle for any reason when children are present. Bus aides should continue to wear their mask while the vehicle is in motion unless they have sufficient room to socially distance themselves from all students and other employees on the bus.

BUS CLEANING AND SANITIZING

DAILY SANITIZING

- Bus drivers and aides will be responsible for keeping the buses they use each day clean and sanitized. Cleaning products will be readily available in the office. Buses should be wiped down and swept. Garbage should be disposed of each day.
- At the end of each day buses will be cleaned with an Electrostatic Sprayer. The office will assign specific employees to be responsible for the use of these sprayers. Drivers will be given a laminated card that will be kept on their bus. One side of this card will display a large red X and the other side of the card will display a large green check sign. When a driver leaves their bus for the day this card should be placed in the front window with the red X side facing out. This will indicate that this bus has not yet been sanitized. Once the cleaning is completed, the card will be turned over to the green check sign indicating that the sanitizing has been completed.
- Bus drivers who come in after office hours or on weekends from field trips or athletic trips will be responsible for the normal daily cleaning of the bus that they were assigned. They will then leave the laminated card in the window with the red X side facing out to alert the assigned staff in the morning that the bus must be sprayed before it can be used.
- All sanitizing supplies (including hand sanitizer, sanitizing wipes, disinfectant, etc.) should be removed from all buses each night.

DISINFECTING BETWEEN BUS RUNS

- During a.m. routes bus drivers (and aides when applicable) will be responsible for sanitizing their buses in between each route. Once students disembark at their assigned school and the bus is empty, the driver should find a safe place to stop and disinfect their bus before beginning their next route. This will include wiping down seats, windows, handrails and any other part of the bus that the students came in contact with. Students from their next route should not board the bus until this cleaning is completed.

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- During p.m. routes bus drivers (and aides when applicable) will be responsible for sanitizing their buses in between each route. Once the last student on the route disembarks at their assigned stop the bus driver should proceed to their next school. Once the bus is parked in the appropriate spot for pick up at that school the bus should be cleaned. This should be completed before the next group of students is dismissed from the school and begins boarding your bus. Students should not enter the bus until disinfecting is completed.
 - The transportation department will supply all drivers and aides with cleaning products to disinfect their assigned vehicles throughout the day.

RETURN TO SERVICE

- Vehicles will be thoroughly cleaned, both inside and outside (weather permitting) when they return to our yard from being repaired or inspected at another facility.

TRANSPORTING STUDENTS

REGULAR EDUCATION ROUTES

- Social distancing will be considered when bus stops are created and/or assigned by the transportation department. All students will be encouraged to safely social distance while waiting for their bus to arrive. The school district cannot monitor what occurs at each bus stop on a daily basis, therefore, parents must monitor their children while they are waiting at their bus stop. If a parent or student observes a problem at any assigned bus stop they will be encouraged to report this issue to the transportation department.
- Drivers will be provided with assigned route sheets and seating charts. These seating charts must be followed.
- Students will be seated as far away from each other as possible on the school bus. Whenever possible we will assign one student per row or one student per every other row. Siblings may be seated together.
- Copies of completed seating charts will be given to drivers for daily use. Each day drivers should “check off” the names of the students who enter their bus. This will be done on the a.m. and p.m. routes. Bus drivers will be required to return these seating charts to the dispatcher on a daily basis. This will allow us to track which students rode the bus on specific days and further allow us to provide “tracking” information in the event that a student develops COVID symptoms or is exposed to an individual who may have the virus.
- Students will wear masks while entering and exiting the bus. If proper social distancing is not possible, students should continue to wear their face mask while riding the bus. The bus driver will determine this.
- The bus will be loaded from the back to the front in order to alleviate unnecessary contact between the students as they enter the bus.
- Hand sanitizer/wipes will be provided for all students as they board the bus. Wipes will properly be disposed of.
- The bus will be unloaded from front to back in order to alleviate unnecessary contact-between the students as they enter the bus.

SPECIAL EDUCATION ROUTES

- Drivers will be provided with assigned route sheets and seating charts. These seating charts must be followed.
- Copies of these seating charts will be given to drivers and/or aides. Each day the bus aides should check off each student's name as they enter the bus. This will be done on the a.m., p.m. and midday (when applicable) routes. Aides and/or drivers will be required to return these seating charts to their dispatch on a daily basis. This will allow us to track which students rode the buses on specific days further in the event that a student develops COVID symptoms or is exposed to an individual who develops COVID symptoms.
- Students will be seated as far away from each other as possible on the school bus. Whenever possible we will assign one student per row or one student per every other row. Siblings may be seated together.
- Students will wear masks while entering and exiting the bus. If possible, students should be wearing masks while riding the bus.
- The bus will be loaded from the back to the front in order to alleviate unnecessary contact between the students as they enter the bus.
- Bus aides will provide hand sanitizer or sanitizing wipes to all students who are able to properly use the same. Wipes will be properly disposed of.
- The bus will be unloaded from front to back in order to alleviate unnecessary contact between the students as they enter the bus.

LATE RUN PROCEDURES

SCHOOL RESPONSIBILITIES

- Copies of late run routes (including all stops) will be provided to the middle and high schools.
- All late runs relative to that specific side of town should be posted at the school.
- Schools will be supplied with "Daily Late Run Sign Up" forms which should be left for students to sign their name to on a day when they expect to take the late bus.

STUDENT RESPONSIBILITIES

- Students should sign up on a daily basis if they plan on taking the late bus. They should write their name and their stop (closest to their house) on the form. If a student has trouble figuring out what stop is best for them a staff member at the school or a bus driver can assist them.
- Students will be required to show their daily bus pass to the driver before entering the bus.
- Students will be instructed by the driver to load the bus based on their stop.
- Students will wear masks while entering and exiting the bus. If proper social distancing is not possible, students should continue to wear their face mask while riding the bus.

BUS DRIVER RESPONSIBILITIES

- Drivers will obtain the “Daily Late Run Sign Up” form from the late bus attendant. The school staff can give all of the forms for that day to the first driver to arrive at the school. That driver can then distribute the forms to the appropriate drivers as they arrive.
- Drivers will assign each student a seat based on their stop.
- Drivers will fill in seat numbers next to the student’s names on the “Daily Late Run Sign Up” as they enter the bus. These sheets will be handed into the office each afternoon.
- Bus drivers will provide students with hand sanitizer/wipes when boarding the bus.
- Drivers should be wearing face masks when students are boarding and exiting their bus. They should also be wearing face masks while interacting with students. It is further suggested that, provided social distancing is possible, bus drivers wear face shields while operating their vehicles. *(NOTE: We are awaiting further direction from the NJ Department of Transportation on this practice.)*
- Buses will be loaded from back to front and will unload from front to back.

FIELD TRIP PROCEDURES

SCHOOL RESPONSIBILITIES

- The transportation department will provide the schools with blank seating charts when sending back approved trip forms. School staff will be responsible for returning completed seating charts 2 days prior to the day of the trip.
- School staff will be responsible for supplying hand sanitizer/wipes to the students as they enter the bus before they depart to a destination and as they return to the bus to come back to the school.
- School staff and chaperones will be responsible for making sure that students are wearing masks when they enter and exit the bus. They will also be responsible for making sure students continue to wear their masks throughout the trip if they cannot properly socially distance on the bus.

DRIVER RESPONSIBILITIES

- Drivers will be given a copy of the completed seating chart when they are given their trip ticket. On the morning of the trip the driver will be responsible to ask the school staff member in charge whether there have been any changes made or if any students are no longer attending the trip. These seating charts will be handed into the office by the end of the day.
- Drivers will be responsible to distribute hand sanitizer/wipes as the students board the bus if the school staff member in charge has not already done so.
- Drivers will be responsible for wiping down their buses in between dropping off their trips and picking them up.

ATHLETIC TRIPS

SCHOOL RESPONSIBILITIES

- Athletic departments should provide the transportation department with team rosters at the start of each season. These team rosters, along with seating charts, will be given to the drivers with their trip tickets on the day of the athletic trip.
- Coaches will be required to mark up the roster that the driver has with them at the start of the trip as to which students are not taking the bus on that day.
- Coaches will be required to supply the transportation with a seating chart. One can be done in advance of the first trip and used repeatedly throughout the season or a new one can be done at the beginning of each trip. If one is completed and used consistently the driver will be given a copy of it with their trip ticket.
- Coaches will be responsible for supplying hand sanitizer/wipes to the students as they enter the bus before they depart to a destination and as they return to the bus to come back to the school.
- Coaches will be responsible for making sure that students are wearing masks when they enter and exit the bus. They will also be responsible for making sure students continue to wear their masks throughout the trip if they cannot properly socially distance on the bus.

DRIVER RESPONSIBILITIES

- Drivers will be given a copy of the roster of the team they are picking up that day. The driver will be responsible to ask the team coach to mark their roster and note any students who are mentioned on the roster that will not be accompanying them on the trip that day.
- Drivers will be given a copy of a completed seating chart (if already handed in). If the completed seating chart was not already supplied they will be given a blank seating chart and the driver should have the same completed by the coach/students prior to leaving the school.
- Both of these documents will be handed in with the drivers' trip ticket at the end of the day.
- Drivers will be responsible to distribute hand sanitizer/wipes as the students board the bus if the school staff member in charge has not already done so.
- Drivers will be responsible for wiping down their buses in between dropping off their trips and picking them up.

Elementary Assessments and Best Practices

What assessments will we use to determine students' current levels?

A variety of formative and summative assessments including projects, presentations, work samples, verbal conferences, and chapter assessments can be administered for Language Arts Literacy, Math, Science, and Social Studies. Assessments will be flexible and may vary from uploaded documents, to photos of completed work, as well as digital assessments, etc.

- **Language Arts Literacy:**

In lieu of administering F&P Benchmark Assessments K-5, the following reading and writing assessments can be administered digitally to inform instruction:

1. Reading Pre-Assessment

- Grade K-2 Reading Pre-assessment to be administered at the beginning each unit (not in Heinemann Manual). Ask students to create a summary (with as many important details as possible) of a grade level read aloud specific to the genre for the upcoming unit. Summary can be a video verbal response (Seesaw/Flipgrid), or a digitally typed/drawn response, or an uploaded photo of written/drawn/labeled response.
- Grades 3-5 Reading Pre-assessments to be administered digitally at the beginning of Units 1-4; directions/assessment resources found on Heineman online resource in each Unit 1-4

2. Writing On Demand Performance Assessment to be administered at the beginning of each Unit:

- K-5 Opinion Writing Unit On-Demand Prompt - Writing Pathways p 86 online resource
- K-5 Information Writing Unit On-Demand Prompt - Writing Pathways p128 online resource
- K-5 Narrative Writing Unit On-Demand Prompt - Writing Pathways p 182 online resource
- 3-5 Writing About Reading On-Demand Prompt - Writing Pathways p 226/238 online resource

- **Math**

- District Benchmark Assessments (Beginning, Middle, and End of Year) via Personal Math Trainer
- Chapter/Unit Assessments
- Quick Check
- Self Check
- Share and Show Exercise
- Problem-Solving Application
- Lesson Check

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- Show What You Know Exercise
 - Quizzes
 - Mid-Chapter Checkpoint
 - On Your Own Exercise
 - Class Discussions
 - Exit Tickets
 - Chapter Reviews
 - Personal Math Trainer Activities

What are best practices for mini-lessons?

Mathematics and Literacy

- Use think-aloud modeling frequently in videos/audio alongside lesson activities.
- Use whiteboard or screen sharing opportunities to make thinking transparent in recorded/live stream sessions. Model in a 3 step or less format (this breaks down exactly the steps the students needs to accomplish goal)
- Segment learning into units for students to discuss throughout to monitor thinking and check for understanding
- Use and label anchor documents to help students access and reach higher levels of thinking.
- Provide instruction and modeling on how students should actively take notes to help activate thinking and record questions throughout lesson videos, links, and texts
- Utilize whiteboard, chat, or discussion board functions to have students comment on other students' thinking.