

## Frequently Asked Questions

### General

**Question: Which option will be used at the start of the 2020-2021 school year?**

Answer: The Willingboro Board of Education voted at its public meeting on July 27, 2020 to request approval from the New Jersey Department of Education (NJDOE) to permit the district to use the Option 2 model as outlined in this Reopening Plan (all-virtual learning environment) for the first marking period of the 2020-2021 school year (September 8, 2020-November 18, 2020).

**Question: What is Option 2 of the Reopening Plan?**

Answer: Option 2 is an all-virtual learning environment. Students will learn virtually for 5 days per week. The school day will begin at 8:00 a.m. and conclude at 1:00 p.m. Class periods will be approximately 45 minutes to one hour and students and staff will have a 30 minute recess/lunch period. The five (5) days of live instruction will be recorded so that students who miss the class can watch at a later time. Students will be able to retrieve their lunch and breakfast for the next day at Levitt Intermediate School between 1:30 p.m. and 3:30 p.m.

**Question: What is Option 1 of the Reopening Plan?**

Answer: Option 1 is designed to divide each school into two groups (A group and B group). Each group will attend school face to face for two days per week (Monday and Tuesday or Thursday and Friday). The remaining three days per week, students would be engaged in virtual learning. Teachers will work four days per week (Monday, Tuesday, Thursday, and Friday) instructing the A and B groups of students and also posting work via Google Classroom for students who are assigned virtual learning. Scheduling accommodations will be made to provide teachers with time to develop lessons and post assignments.

Parents can request in writing (to the building principal) that their children learn virtually during the implementation of Option 1. Virtual learning days will count towards the 180 required days of attendance. Parents can request in writing (to the building principal) that their children move from virtually learning to the A/B instructional model. This move will only be granted at the beginning of each marking period. Parents who want their children to move from the A/B model to virtual learning must submit a request in writing (to the building principal). The move will be granted immediately.

The district will plan for our most complex learners in Prek-12 with Individual Education Plans (IEPs) and PreK students to attend school on Monday, Tuesday, Thursday, and Friday.

**Question: Will the district have Pandemic Response Teams?**

Answer: The district will establish school-based Pandemic Response Teams to centralize, expedite, and implement COVID-19-related decision-making and to ensure the successful implementation of the Reopening Plan. Each school team will have a liaison who reports to district-level administrators to ensure coordinated actions across the district. Pandemic Response Teams will include an administrator, a teacher, a child study team member, a guidance counselor, a nurse, a school safety personnel, members of the School Safety Team, a custodian, and a parent/guardian.

## **Medical Sub-Committee**

**Question: If my child or someone in our household travels to one of the quarantine states or to another country does my child need to self-quarantine?**

Answer: Yes, if you or your child travel to a restricted area, you will need to self-quarantine for 14 days. During that time, the students will participate in distance learning.

**Question: How will students, staff, and visitors be screened to make sure they do not come to school sick?**

Answer: All parents/guardians should conduct a daily screening of their children prior to their children arriving at school. This screening should include temperature checks and monitoring for COVID-19 symptoms. At the start of the school year, parents/guardians will be required to sign the COVID-19 Safety Agreement, which affirms their responsibility to screen their children before sending them to school. Staff members will be required to complete a COVID-19 Safety Agreement to indicate that they will not report to work if they have COVID-19 related symptoms.

Students, staff, and essential visitors will be required to submit to a temperature screening before entering a district facility. If the temperature reading is 100.4°F or greater, entry will not be permitted. Students, staff, and essential visitors will be asked if they exhibit any of the symptoms listed on this chart ([Covid-19 Symptoms Chart](#)). If any of the symptoms are affirmed, entry will not be permitted.

**Question: What happens if a student or staff member becomes symptomatic?**

Answer: If a student or staff member becomes symptomatic while in a school facility, the situation will be assessed by the school nurse, the person will be isolated until departure, and follow-up will be coordinated by the school nurse and principal/immediate supervisor in conjunction with guidelines established by Burlington County Health Department. The principal/immediate supervisor will immediately notify the Superintendent of staff or students who are symptomatic. The staff or student will be sent home for 10 days and must be free of symptoms, without medication for 24 hours before returning to school. Medical clearance may be required upon return. The student or staff member can return to school prior to the mandatory 10-day period if medical clearance is provided that indicates the absence of COVID-19. In the event that a student or staff member must quarantine, the student will be required to continue to attend school remotely and record attendance as per classroom guidelines. The staff member will be required to assume the role of a “home instructor” and assist students who are learning virtually.

**Question: What are the steps for a positive COVID-19 case?**

Answer: A student or staff member who is reported to be positive for COVID-19 will immediately initiate the district’s Contact Tracing Protocols. The Superintendent will be notified and contact will be made to the Burlington County Health Department for guidance. Based on the results of Contact Tracing, the building may be closed for 24-hours for occupant-free cleaning. The decision to close a district facility will be made in conjunction with the Burlington County Health Department. The staff member or student who tested positive for COVID-19 will not be permitted to return to work/school without appropriate medical clearance. The student or staff member must quarantine for 10 days and must be symptom free for 24 hours without

medication prior to return to work/school.

**Question: What are the steps for exposure to COVID-19?**

Answer: Any student or staff member who has been exposed to someone with a confirmed case of COVID-19, must quarantine for 14 days if social distancing was not maintained and the contact was for 10 minutes or more. Appropriate medical clearance is required before returning to school/work. Students will be marked present for the days that they are quarantined if they continue to complete assignments and log-in their attendance. Staff members will be marked present for the days that they are quarantined if they continue to provide instruction/complete work assignments.

**Question: Will there be a grace period for immunizations?**

Answer: There will be no grace period for immunizations. Students who do not have the required immunizations will be excluded from school.

**Question: Will the district be providing masks to the students?**

Answer: The district will provide students with two washable face masks per month.

**Question: Will my student be required to wear a mask during the school day?**

Answer: Students will be required to wear face masks while in school. The NJDOE has indicated that students are required to wear face masks unless doing so would inhibit a student's health. The district will handle such medical excuses on a case by case basis. The NJDOE has created the following list of face mask exemptions:

1. extreme heat outdoors
2. documented medical condition
3. while eating and drinking
4. during naptime (PreK students)
5. while engaged in high-intensity aerobics
6. during physical education classes as long as there is proper ventilation
7. during face mask breaks (six feet social distancing must occur during face mask breaks)

**Question: Will there be an Isolation Room for symptomatic students and staff members?**

Answer: An Isolation Room will be located as close to the front door as possible. If the room has no windows, an air purifier will be installed. The district's Hygienist will be consulted regarding ventilation protocols. Vinyl privacy screens will be used to create separate sections within the room. The Isolation Room will be supervised by a staff member who will be required to wear medical garments, gloves, mask, and face shield. The staff member will practice social distancing.

## **Buildings and Grounds Sub-Committee**

### **Question: What are the occupant-free cleaning protocols?**

Answer: During Option 1, each building including Country Club will undergo an occupant-free cleaning every Wednesday and Friday evening. During Option 2, occupant-free cleaning will occur each evening. Staff members will be required to remove or minimize the use of items that are difficult to disinfect such as rugs, curtains, and other fabric materials. Clutter will be minimized in the classrooms and on desktops to allow facilities the ability to achieve maximum cleaning and disinfecting.

### **Question: How frequently will the building be cleaned?**

Answer: Bathrooms, medical offices, door handles, gymnasiums, cafeterias, and district buses will be occupant-free cleaned at least every 3 hours on a daily basis using disinfectants designed to combat COVID-19. Copiers, telephones, intercoms, and walkie talkies will be cleaned after each use. Staff members will be provided with a disinfectant to clean commonly used surfaces in classrooms and offices. The district will implement a daily cleaning protocol manual to provide guidance to custodial and maintenance staff. The manual will include schedules for increased cleaning and disinfection; targeted areas to be cleaned and how often; and methods and materials to be used for cleaning.

### **Question: Will hand sanitizer be available?**

Answer: Hand Sanitizer Stations with at least a 60% alcohol-based sanitizer will be mounted and maintained outside of entrances/exits, entryways of cafeterias and bathrooms. In addition, hand sanitizers will be provided for each classroom.

### **Question: Will students be permitted to use water fountains?**

Answer: The use of water fountains will not be permitted. Students should bring their own water bottles that are clearly labeled with their name. The district will endeavor to provide touchless water replenishing devices. Cups will be available for students who do not have water bottles.

## **Curriculum and Instruction Sub-Committee**

### **Question: What is the learning plan for Option 2?**

Answer: The following synchronous learning guidelines will be implemented:

1. Teachers will select a non-descript area of the house to conduct the lesson. They should remove anything from the screen/background that may serve as a potential distraction.
2. Teachers will login ahead of students and greet them when they enter class.
3. Teachers will set up chat parameters.
4. Teachers will call roll to bring the class to order. Students can respond or type “here” in the chat.
5. Teachers will establish shared norms, such as: muting microphones until called upon to speak and stating of names before speaking.
6. Teachers will remind students that the same technology rules apply to a virtual classroom as to the physical classroom. For example, students cannot take or post images/videos of classmates and instructors to the web or to social media without permission.

7. Teachers will plan their objectives for the virtual class to include expectations that they have for students during the live lesson (notes, participation, online responses, etc.).
8. Teachers will create as many opportunities as possible for student participation.
9. At the end of the lesson, teachers will be deliberate about next steps and expectations.

**Question: What is the learning plan for Option 1?**

Answer: Each school will be divided into two groups (A group and B group). Each group will attend school face to face for two days per week (Monday and Tuesday or Thursday and Friday). The remaining three days per week, students would be engaged in virtual learning. Teachers will work four days per week (Monday, Tuesday, Thursday, and Friday) instructing the A and B groups of students and also posting work via Google Classroom for students who are assigned virtual learning. Scheduling accommodations will be made to provide teachers with time to develop lessons and post assignments. The district will plan for our most complex learners in PreK-12 with Individual Education Plans (IEPs) and PreK students to attend school on Monday, Tuesday, Thursday, and Friday.

Asynchronous learning will be used during virtually learning days. The asynchronous learning guidelines listed below will be implemented:

1. Posting of daily updates to Google Classroom, including: the agenda of what is expected to be completed; links to resources, notes, slide decks and copies distributed to students; and screencasts of lessons and lectures whenever possible.
2. Ensuring that every student has at least two other classmates within Google classroom (using @wboe.net Gmail accounts) that they can contact in case they need assistance or additional information.
3. Screen casting lectures and reviews whenever possible and post the link to the Google Classroom.
4. Preloading handouts, instructional materials, guided notes, links, etc. into the Google Classroom in a materials section.
5. Clarifying expectations for students/families, including attendance, participation, workload, and communication.

**Question: Can parents/guardians request virtual learning during the implementation of Option 1?**

Answer: Parents/Guardians can request in writing (to the building principal) that their children move from virtually learning to the A/B instructional model. This move will only be granted at the beginning of each marking period. Parents who want their children to move from the A/B model to virtual learning must submit a request in writing (to the building principal). The move will be granted immediately. There will be weekly communication/check-in with students who have been approved to learn virtually during Option I (or parents/guardians at the elementary level) via either district email or via Google Meet/Hangout or Google Classroom.

**Question: How will attendance be taken?**

Answer: Within the A/B instructional schedule (option 1), all students are expected to attend school for 2 days face to face and 3 days virtually. During face-to-face learning, teachers will record attendance. On virtual learning days, the students will record their attendance by logging into Genesis. Within the all-virtual learning schedule (option 2), all students will record their attendance by logging into Genesis on a daily basis.

**Question: What is the assessment plan?**

Answer: Students will engage in on-going progress-monitoring assessment, which will be followed by data analysis and reflection. Based on the analysis of data, changes may be made to pacing charts, future progress-monitoring assessments, and teaching practices. IXL will serve as one form of progress monitoring for English Language Arts and Mathematics teachers.

The Uniform Grading Profile will outline how students should be assessed across subject and grade levels. The UGP will ensure consistency of grading practices across the district and include a provision for reassessment.

**Transportation Sub-Committee**

**Question: What are the protocols for riding a district bus?**

Answer: Face masks must be worn at all times by drivers, aides, and students. Students will be required to submit to a temperature screening before boarding a district bus. If the temperature reading is 100.4°F or greater, entry will not be permitted. Students who exhibit symptoms on this chart ([Covid-19 Symptoms Chart](#)) prior to boarding a district bus, will not be permitted to board the bus and parents/guardians will be contacted. If the parent is unable to immediately pick up the student, he/she will be transported home in a separate district vehicle. If there is no parent at home, all emergency contacts will be called. In the event that the district is unable to reach an emergency contact, the student will be brought to an Isolation Room in the district until the parents/guardians arrive.

Students will be required to use hand sanitizer before boarding a district bus. Students will be given an assigned seat and must sit in the assigned seat without exception. Social distancing will be implemented to the fullest extent possible. All seats will be cleaned between morning and afternoon bus runs and every night with a sanitizing fogger.

**Technology Sub-Committee**

**Question: Will technology training be provided for teachers?**

Answer: Yes, teachers and administrators will be provided with training to support asynchronous and synchronous learning. Training will take place during district professional development days in August 2020 and September 2020. In addition, professional development volunteer virtual sessions will take place in August.

**Question: Are there sufficient technology devices for students to use at home?**

Answer: Yes, each student will be provided with a device to use at home. A Chromebook Assistance Hotline will be established for students who need support while engaged in virtual instruction.

## **Student Needs Sub-Committee**

### **Question: Is there a plan to promote student wellness?**

Answer: The combination of Trauma Infused Learning and Restorative Practices will provide our students with a host of strategies and practices to alleviate the stress and anxiety caused by the COVID-19 pandemic and will provide them with the skills necessary for success. Counseling services will be provided by the district's Student Assistance Counselor (SAC) who may solicit the assistance of outside counseling agencies when necessary. The SAC will focus on mindfulness concepts to introduce to students.

### **Question: What is the safety protocol for classrooms?**

Answer: While in classrooms, students will remain 6- feet apart to the maximum extent possible. The distance between classroom desks will be measured to ensure a floor plan that aligns to six feet of social distancing, whenever possible. If necessary, desks will be turned to face the same direction or students will sit on only one side of a table. Students will be placed in assigned seats. The maximum number of individuals, including students, teachers, and staff, allowed in the same classroom will be 15, whenever possible. Plexiglass barriers will be used for classrooms in which arranging desks six feet apart is not possible. Windows will remain open to ensure that recirculated air has a fresh air component. Hand sanitizer will be available in all classrooms. Teachers will spray desks and chairs with cleanser after each class change.

### **Question: What is the safety protocol for hallways?**

Answer: Whenever possible, one-way signs will be placed in the hallways to limit student interaction. Student travel in the hallways will be limited to the greatest extent possible. Students and staff will follow visual cues including signage, floor, and wall decals indicating social distancing parameters and directing traffic flow through building entrances, exits, and other common areas. The number of students in the hallways at one time will be limited based on a staggered class dismissal schedule.

### **Question: What is the safety protocol for recess?**

Answer: Recess supplies will be cleaned after each class period. Students will be required to sanitize their hands before and after recess. The sharing of supplies will be avoided whenever possible. Recess may occur in-doors to limit the sharing of supplies. Recess will be staggered to maximize social distancing protocols. Cones, flags, tape, and other signs may be used to mark six feet of space between individuals. Students will be required to wash their hands after recess. Specific areas may be designated for classes to avoid cohort mixing.

### **Question: Do parents still need to purchase recommended school supplies for all hybrid and all remote students?**

Answer: Yes.

### **Question: What is the protocol for physical education class?**

Answer: Physical education activities will be limited to the greatest extent possible to activities that do not require students to come into contact with the same supplies/equipment. All supplies/equipment will be cleaned after each class period. Physical education classes should be held outside of the school building whenever possible. Cones, flags, tape, and other signs may be used to mark six feet of space between individuals. Physical education teachers will help design

activities that promote engagement while maintaining safety expectations. Students will be required to wash their hands after physical education. Specific areas may be designated for classes to avoid cohort mixing.

**Question: What is the plan for athletics and extracurricular activities?**

Answer: The district will conduct high school athletics in accordance with protocols issued by the New Jersey Sports Interscholastic Athletics Association (NJSIAA) when deemed by the district that a return to an athletic program is safe. In addition, there will be no field trips or assembly programs scheduled until the time that it is deemed safe for large gatherings. There are a limited number of activities that may be available to students via virtual meetings. The district is exploring these possibilities and will update this Reopening Plan once a decision is made.

**Question: What is the protocol for music class?**

Answer: Singing and wind instruments will not be permitted in music class until further notice. Students must wear masks in music class.

**Question: How will the district address the sharing of classroom supplies?**

Answer: Teachers will collaborate to create a supply list for students. Shared supplies will not be permitted. The district will develop protocols to limit the use and types of lab equipment, musical instruments (only percussion and string instruments will be permitted), art supplies, and physical education supplies.

## **Staff Needs Sub-Committee**

**Question: Is there a plan to obtain substitute teachers?**

Answer: The district will make every effort to assign three (3) substitute teachers to each building and use these same substitutes for the entire school year. Teachers are required to maintain three (3) days of substitute lesson plans for both the Option I and Option 2 models.

**Question: Is there a professional development plan for staff?**

Answer: All district staff will participate in various training and professional development sessions to support a safe and student-centered school opening. The district will ensure that staff members are provided with professional development in the areas of curriculum, instruction, assessment, technology, mental health, and cleaning protocols. In addition, staff members will be thoroughly trained on all aspects of the Reopening Plan. Teachers will be exposed to Restorative Practices in the 2020-2021 school year. The International Institute for Restorative Practices (IIRP) defines Restorative Practices as a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making.