

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. We are embracing our move toward personal wellness as guided by the recommendations from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

TRENTON PUBLIC SCHOOLS developed a COVID19 Task Force Committee to organize and develop systems in place for the district's reopening. The committee members were selected from various leadership groups across the district. The committee members were then divided out into sub-committees and subcommittee membership expanded to include members from all grade levels, parents and local community, when relevant. As a whole, the committee meets regularly. Each sub-committee meets at least one time a week as decided by the committee. This collaborative process has allowed for deep thinking, preparation, and guidance for schools in the district. Patton J. Hill Elementary School has taken the guidance from committees to create a plan that serves our community.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. **EMPLOYEE AND STUDENT SAFETY MEASURES**
 - a. We are focused on the health and safety of every member of our community
 - b. We are committed to supporting our community members when they are in need.
 - c. The steps we take to create a safe and healthy environment are with our community's best interests in mind.
2. **HEALTH GUIDELINES**
 - . We use science-based guidance from government health officials to make decisions.
 - a. Our guidelines are intended to keep everyone safe and healthy
3. **SUPPORT FOR FAMILIES**
 - . Food Support
 - a. Emotional Support for Children
 - b. Technology Support for Learning at Home

REOPENING PLANS AND SCHEDULES

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Patton J. Hill Elementary School developed this plan using guidance from the CDC and New Jersey's The Road Back (TRB) Plan as well as any special

guidance given by the New Jersey Department of Education and Local and District Officials. Please see below for a summary of the phases.

COVID-19 REOPENING PLANS Based on NJ’s The Road Back

	School Facilities and Students	Health Precautions *	Teaching and Learning	Professional Development
Minimal Social Distancing	<p>Open</p> <p>All students in school at same time</p>	<p>Enhanced health protocols</p> <p>See NJDOE requirements and recommendations</p>	<p>Traditional with preparation for Blended or Remote Learning as needed</p> <p>TRENTON: Return to regular schedule with full capacity</p>	<p>Creating Community</p> <p>Accelerations with full class</p> <p>Behavioral expectations, responses and supports</p>
TRB Stage 3 Moderate Social Distancing <p>Higher contact activities restarting with significant safeguarding</p>	<p>Open</p> <p>Limit density in facilities to meet the state guidelines for indoor gatherings as maximum occupancy</p>	<p>Enhanced health protocols</p> <p>See NJDOE requirements and recommendations</p> <p>Increased requirements in addition to Plan A</p>	<p>K-12 may operate with reduced capacity</p> <p>TRENTON: Blended Learning for all</p>	<p>Training in Blended Classroom use of instructional framework (Online/In-person)</p> <p>Identifying learning gaps and building accelerations</p> <p>SE Look-fors and Lessons</p> <p>Behavioral expectations, responses and supports</p>
TRB Stage 2 Remote Learning	<p>Closed</p> <p>No students in school facilities</p>	<p>N/A</p> <p>All at home</p>	<p>TRENTON: Remote Learning for all</p> <p>Block 1-9:00-10:00 Block 2- 10:00-11:00 Block 3 -11:00-12:00 Block 4 -12:00-1:00</p>	<p>Focus on teachers’ use of technology to facilitate instruction</p> <p>Sessions on Student and Family Engagement</p>
TRB Stage 1 Remote Learning <p>Restrictions relaxed on low-risk activities that may be easier to safeguard</p>	<p>Closed</p> <p>No students in school facilities</p>	<p>N/A</p> <p>All at home</p>	<p>TRENTON: Remote Learning for all</p>	<p>Focus on teachers’ use of technology to facilitate instruction</p> <p>Sessions on Student and Family Engagement</p>

TRA School Pandemic Response Team:

Pandemic Response Team should be comprised of, at a minimum, the following members, if applicable:

- School principal or lead person-Charles Koonce, Principal
- Vice principal or 2nd lead person-Marva Downer-Baird

- **Health & Safety Committee Member- Lisa Hinton**
- **Child Study Team Member- Sonia Rosa-Leon**
- **School Counselor or Mental Health Expert-Lisa Hyman &Christina Hyman**
- **Subject Area Chairperson/Director- Paul Leporino**
- **School Nurse-Melanie Polizzi**
- **School Safety Personnel-Security- Felecia Brannon/ Tony Mury**
- **Members of the School Safety Team-Charles Koonce, Marva D-Baird, Lisa Hinton, Christina Hyman, Paul Leporino, Melanie Polizzi, David Powe, Davon Rogers, Felicia Brannon.**
- **Custodian-Ron Stroman**
- **Parents-Parent Liaison: TBD**

The Pandemic Response Team is 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 COVID19 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 posted by COVID-19.
- Providing necessary communications to the school community and to the district.
- Creating pathways for community, family, and student voices to continuously inform the Team's decision-making

STUDENT SAFETY

The safety of our staff and students remains Trenton Restorative Academy concern. The following school procedures have been created in accordance with CDC guidelines, recommendations from State and local school and public safety agencies. It is designed to maximize the educational opportunities provided to our students while also ensuring to the best of our ability to open in a safe and responsible manner.

PROTECTING VULNERABLE POPULATIONS

Students who are considered high-risk for severe illness due to COVID-19 currently include people who: (adapted for students)

Have a high-risk condition that includes:

- chronic lung disease or moderate to severe asthma
- heart disease with complications
- compromised immune system
- severe obesity - body mass index of 40 or higher other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

Based on this information, the Trenton Restorative Academy Student Support Team (including nurses, counselors, child study team members, and behavioral specialist with teacher input) will monitor student's healthcare needs (students marked as medical in PowerSchool), update and review 504 plans, and when necessary, communicate pertinent information to staff members that will serve to support the vulnerable student.

Parents will have access to a form that allows them to identify their student as high-risk for severe illness due to COVID-19. Once identified, the Student Support Team will develop a plan for the student.

TRENTON PUBLIC SCHOOLS will provide guidance and support for remote learning to students who cannot resume education in the school building due to high-risk status.

FACE COVERINGS

Using guidance from the State of New Jersey and CDC, Trenton Restorative Academy will regularly update procedures on Face Coverings. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

Given that current NJ executive orders require face coverings to enter places of business, face coverings will be required to enter school.

Trenton Restorative Academy will:

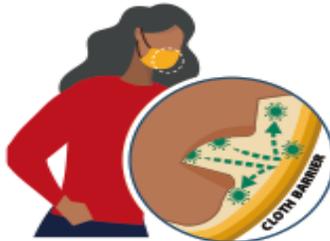
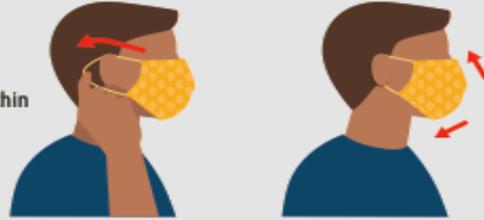
- Send information home to parents on proper use of face coverings.
- Provide educational sessions for students and staff on the appropriate use of face coverings.
- Normalize the use of face coverings through communication and by example.
- Post signage on the proper use of face coverings throughout the building.
- Consider a plan for addressing bullying related to face coverings.
- Develop a process for face covering removal when not in use to minimize cross-contamination (i.e., lunch).
- Consider face covering disposal sites for students and staff.
- Consider making face coverings available for those who choose to wear a face covering but may not have access.
- Secure parent/family approval before providing a face covering to a student.
- Consider face coverings with transparent mouth window to support the needs of students.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 110488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Important Information About Your Cloth Face Coverings

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.



General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>



CS 176051-A 05/26/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

SOCIAL DISTANCING

Social distancing is one way of minimizing the risk of spreading COVID-19. Social distancing or physical distancing means keep space between yourself and others outside of your home.

Trenton Restorative Academy, we will engage in social distancing in the following ways:

- Ensure sufficient social distancing with at least 6 feet between people at all times in school facilities and on school transportation vehicles.
- Limit density of people in school facilities and transportation vehicles to meet state, covid-19 maximum occupancy guidelines to ensure social distancing of at least 6 feet apart between people.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times when they may congregate.
- Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
- Limit nonessential visitors and activities involving external groups or organizations.
- Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from the vehicle to their classrooms and vice-versa.
- Discontinue the use of any self-service food or beverage distribution in the cafeteria (e.g., food should be individually wrapped or served/handed directly to students) or at an event outside the typical school day. As always, [ensure the safety of children with food allergies](#)

The STAGE 3 Plan calls for 50% capacity of students in the school building. Even with the reduced capacity, we are committed to social distancing at 6 feet away from each other.

STUDENT ENTRANCE and EXIT **(Temperatures Check Devices at Each Entrance)**

Students will enter the building using the following procedure:

- Students will Enter and Exit the building from Door #1 Edgewood Avenue: the main entrance Door (For Arrivals and Dismissals):
- * Bus students will enter through Door #1 Edgewood Avenue: the main entrance and will be escorted to the gym by AM monitors then exit through the GYM by PM monitors
- At the end of the day:
 - Exterior entrances will be marked to remind students to stay 6 feet away from one another.
 - Staff will monitor for appropriate social distancing.
- Upon entering the building, students will pass through a screening device for a temperature check.
 - Students who exceed the baseline temperature will report to the school nurse for further screening to determine whether they should attend classes. Students who need to be sent home will report to the **Wellness Room Rm: A2** with a health professional for safe monitoring.
- After passing through the screening device, students will report to their first period class.

Plan for early arrival TBD. The school building will open at 7:00 a.m. and classes will begin at 7:30 a.m.* Late students will also enter through# Main Entrance

PROJECTED Number of daily occupants: Regular projected numbers: 117, 3 custodians, 2 Security, 3 Cafeteria support, __ 37 permanent staff= DAILY (Hybrid) 72 students + 45 staff= 117 people in the building daily

EMPLOYEE SAFETY

Maintaining employee health is a critical component of Trenton Restorative Academy Reopening Plan. A comprehensive plan for monitoring and preventing COVID-19 exposure will help ensure that Trenton Restorative Academy School has an adequate workforce to support student learning, as well as minimizing employee anxiety and loss of work days.

The Employee Health, Safety and Support section is focused on procedures and policies that support employee health and safety with the reopening of schools during COVID-19. It is important to note that education leaders should consult with their local board attorney during the development of any new procedures or policies.

PROTECTING VULNERABLE POPULATIONS

The Equal Employment Opportunity Commission (EEOC) has issued guidance for employers related to COVID-19, Pandemic Preparedness in the Workplace and the Americans with Disabilities Act. Refer to this guidance in developing procedures for identifying employees who might be exposed to COVID-19 while maintaining employee's rights under the Americans with Disabilities Act (ADA).

Additionally, EEOC has issued a special communication to accompany this document in the FAQ style to assist employers, What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws.

For more information on who may be in a vulnerable population, refer to the CDC site entitled People Who Need to Take Extra Precautions. This information provides strategies for specific medical conditions.

Trenton Restorative Academy will comply with rules, recommendations and regulations put forth by Trenton Public Schools, the State of New Jersey and other local, state and federal governing organizations.

Trenton Restorative Academy School will:

- Follow the TPS's guidelines for employees to notify supervisors if they self-identify as high risk and are requesting considerations of reasonable accommodation.
- Follow the TPS's policy around requirements for medical documentation following an employee's self-identification of high-risk status.
- Follow the TPS's protocols for reporting COVID-19 exposure/symptoms that preserve staff privacy and minimize stigma.

- Follow the TPS's guidelines on how long employees remain out of work once the employee has met the criteria for illness.
- Refer to the CDC's guidelines for self-isolation in developing self-isolation plans – [CDC Isolation Guidelines](#).

STAFF ENTRANCE

It is recommended that staff members take their temperature prior to leaving home. If the temperature reading is above the baseline temperature, teachers should remain home.

All staff members will enter through Door #1 Edgewood Avenue or Door #5 Montgomery Avenue and pass through the screening device for temperature check. Staff members will report directly to their classroom and sign in using Google Classroom Daily Attendance. Electronic sign in will be completed no later than 7:25 a.m.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – All staff and students in the hallway will move in the same direction when transitioning throughout the building. The directions will be displayed in various areas throughout the hall.
- Stairwells will also be marked to indicate a specific direction to be followed.
- Gatherings – Non-essential/informal meetups and visiting should be avoided
- Assemblies--Until further notice, assemblies are not permitted.

TRAVEL RESTRICTIONS

Trenton Restorative Academy School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource Department and the office of the Superintendent.

If a staff member travels out of the state/country, as of June 2020, CDC guidelines recommend quarantining for 14 days for identified restricted states. A trip outside of the state/identified country will require a conversation with HR to determine how the quarantine on return will be handled.

<https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

VISITORS ON CAMPUS

Trenton Restorative Academy School will require appointments for all visitors to help prevent and reduce the risk of exposure to our staff and students. Therefore, visitors will have to make an appointment prior to entering the school building.

All visitors with appointments will enter through the main entrance of the school. Upon entrance, visitors will be screened for temperature OR asked to complete a brief COVID Symptoms Survey:

Please check any box that applies to your current physical/health state:

- Fever or feeling feverish? Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

The Visitor will then sign in with the Security Officer with complete personal information including ID check, phone number and email, in case contact tracing is needed. The Visitor will be sent to the main office to wait for assistance from main office staff. Floor decals will indicate appropriate social distancing until the office is ready to provide services.

District visitors will enter through the main entrance to be screened for temperature and sign in at the Security Desk (following all regular visiting procedures).

Parents picking up students from the Nurse's office will enter the main entrance, for temperature screening and signing in, then wait at the designated area for the child to be called from the Nurse's Office.

VISITOR RESTRICTIONS

Visitors who arrive without an appointment will be asked to complete a paper or online form to schedule an appointment. Signage will indicate: "VISITORS WILL NOT BE ADMITTED WITHOUT AN APPOINTMENT." All scheduled appointments will be given to the Security Officer at the front door for monitoring.

HEALTH PROTOCOLS

STUDENTS NEEDING GENERAL MEDICAL ATTENTION

When students require medical/nursing services, they will be given a pass to the Nurse's Office, and follow previously established procedures.

STUDENTS NEEDING MEDICAL ATTENTION DUE TO COVID-19

- If a student becomes ill or is exhibiting symptoms of COVID19 at school, a parent will be notified to take the student home or to the nearest health center.
- If a student has been diagnosed with COVID19, he/she may return to school when all 3 criteria are met:
 1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and

2. An improvement in respiratory symptoms (cough, shortness of breath, etc.); and
 3. At least 7 days have passed since symptoms first occurred
- If a student has symptoms that could be COVID19 and does not get evaluated by a medical professional or tested for COVID19, it is assumed that he/she has COVID19 and may not return to school until the three criteria listed above have been met.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. Appropriate District offices
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures.

PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Staff, students and visitors will be required to wear masks in all areas of the building unless there is a medical consideration which prevents a person from wearing a mask.

Please note that social distancing should still be practiced even with the use of masks.

In addition to using PPE, please remember to:

- **Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer if soap and water are not available.**
- **Avoid touching your eyes, nose, and mouth**
- **Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow**

PERSONAL WORKSPACE/CLASSROOM

All classrooms will be arranged so that students are seated according to social distancing guidelines. Classrooms will be cleaned and disinfected at the end of each school day. Students will not share supplies (including technology) with others. All assignments will be submitted electronically. Schedules will be created to limit the amount of transitions throughout the building.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers will be provided throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– The number of employees in offices will be limited to adhere to social distancing guidelines.

GYM– Any request to use the auditorium must be approved by administration.

Staff Meetings/Professional Learning Communities– All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Teacher Lounge/Staff Restrooms–These spaces will be limited for use until further notice. In order to adhere to social distancing guidelines, no more than two staff members should use the lounge at one time. All shared appliances such as coffee machines, refrigerators, and microwaves should be wiped down with sanitizing wipes after use.

CLEANING AND DISINFECTING

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

If a space is deemed unclean or becomes unclean during the course of the day, the staff member should immediately report the situation to the main office by using the phone in the classroom. Custodial staff will report to the room to address the concerns.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses (Non-contracted)	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site will be 100% disinfected prior to anyone returning to school in September.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. Custodial staff will sanitize door knobs, stair rails, bathrooms and other common areas throughout the day.

The daily cleaning protocol will be available to staff and families upon request.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active COVID-19 case is identified based on testing.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

SIGNAGE

Signage will be placed throughout the offices and school. Examples may include:

CAFETERIA AND MEAL PERIODS PHASE 2 (HYBRID)

Breakfast in the Classroom

BREAKFAST IS FREE.

- All students will get A Grab and Go breakfast upon entry outside the GYM and report directly to their classroom upon arrival.
- Students will have 30 minutes from arrival to complete breakfast.
- Each classroom will have a process for food distribution that maintains social distancing and safety.
- At the end of 1st period, all breakfast items will be collected in the garbage.
- Students should not consume food after breakfast is complete.
- Garbage will be placed outside the classroom for collection by custodial staff.
- Students should not bring their own food items to school for consumption.

Snack in the Classroom

SNACK IS FREE

- Students should not bring their own food items for consumption.

Grab and Go Lunch

LUNCH IS FREE

- At the end of each day, students will be provided with a grab and go lunch.
- Lunch should be consumed outside of school, once the student is home or in after-school care.

At this time, the school will not provide opportunities to purchase additional items.

CLASSROOM PROCEDURES FOR BREAKFAST

- Aramark will deliver breakfast bags to the school no later than 7:15 a.m.
- Students upon arrival will be given a Grab & Go breakfast and will report directly to their classroom. No lockers will be used at this time.
- Students will place their belongings at their individual desk and be seated.
- Students will have time to eat breakfast while having morning meetings and or completing initial assignments.
- When breakfast is complete, all garbage will be collected by custodial staff.
- The garbage bags will be placed in the hallway outside the classroom doors for pick up by the custodian.
- Breakfast bags will be placed on desks outside the classroom door for pick up by Aramark.

OUTSIDE FOOD IN SCHOOL

At this time, Trenton Restorative Academy School is prohibiting students from bringing food from home or from stores on the way to school. Snack items, candy and drinks other than water bottles, should not be brought to school or consumed at school. We also request that no food deliveries be made to the school--this includes food for celebrations such as birthdays.

School will provide free breakfast and snacks for all students during the school day and a grab and go lunch will be provided at the end of the school day, as noted above.

BUS PROCEDURES

In order to ensure safe distancing for students who are bussed to school, a staff member (AM/ PM monitor) will walk those students to and from their classroom to the GYMNASIUM. Once there, students will sit by bus number in every other row on the left/right of the bleachers, maintaining three empty seats between them. Once their bus arrives, the staff member will walk all of the students to that bus. Once on the bus, students will adhere to the rules established for transportation.

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **Nurse's Wellness Room** and the case form will be completed.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should wear protective equipment while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE SCHOOL DAY

In order to maintain social distancing, only two students will be allowed to utilize a bathroom at a time. This will be posted on the door along with a mandatory sign in sheet where students will write their name and time when they entered the facility. Teachers will also keep an accurate sign in/sign out sheet in their classroom. Custodians will regularly check the bathrooms throughout the day to ensure that the area is clean and all necessary supplies are present.

BATHROOM PROCEDURES

1. Signage on the door to indicate the students that have utilized the bathroom within a specific time period.
2. A marking on the floor outside of the bathroom that shows where students should stand while waiting to enter. This will also allow adequate space to socially distance when students exit bathroom
3. Students enter the bathroom to use facilities.
4. Wash hands
5. Sanitizer available through wall mounted dispenser upon exit

PHYSICAL EDUCATION AND LOCKER ROOMS (HYBRID)

All students will participate in a semester of Health and Physical Education. At the beginning of the school year locker rooms at Trenton Restorative Academy School will remain closed. No students will be required to change for Physical Education. Although locker rooms will be closed, students are expected to wear sneakers to school daily so they may participate in PE classes.

While in locker rooms, students are to stay 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Students will be assigned a specific locker that they will use to store their belongings during class.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

We realize that during our time away from each other, the district/school counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

STAFF TRAINING

1. **Pre-return to school training**
This manual will be sent to all staff members prior to returning to school. Additional questions will be addressed and the manual will be updated as needed.
2. **First Day Training/Orientation**
Recommendations from the District re-opening committees will be used to provide additional guidance on re-opening procedures and protocols, including Social and Emotional support and information on latest information and protocols related to COVID-19.
3. **Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

COMMUNICATION METHODS

COMMUNICATION WITH STAFF

- All efforts are made to use digital communications with staff members to eliminate paper.
- When paper is necessary, these items will be delivered to the classroom to eliminate teachers coming to the main office.

COMMUNICATION WITH STUDENTS AND FAMILIES

To stay updated on the most up-to-date information:

1. Make certain your information is up-to-date at your child's school
2. Visit our district website
3. Follow our social media platforms
4. Look for updates in Google Classroom and Email

II. ACADEMICS AND REMOTE LEARNING

As we return to school, we understand that our 2019-20 academic school year was significantly disrupted due to COVID-19. We understand and are eager to address any learning lapses that may have occurred during remote learning from March to June. Students who did not make adequate progress during the 2019-20 school year, will be eligible for virtual summer school.

LEARNING EXPECTATIONS AND ATTENDANCE

LEARNING EXPECTATIONS

Students will be expected to follow the District approved policies related to attendance and academic expectations.

Gearing up for the semester to best support students, we are preparing the following:

- The health and well-being of our students is at the center of reopening schools. Full support teams that include teachers, administrators, counselors and social workers will be in place to assist students in working through the emotional transition back to school.
- Given that students have been away from the school building for nearly 20 weeks (much longer than a summer), we expect a learning slide. Identifying ELA and Math levels at the beginning of the year will be critical. **All students will take the STAR Reading and STAR Math Assessment so that their grade level equivalency can be identified.**
- Once grade level equivalencies are identified, each student will work with their teacher/counselor to re-visit IPP's to determine specific learning goals that will be shared with parents and caregivers.
- Please expect daily homework that will support accelerated learning.

When a Blended Learning Plan is in use, the Instructional Framework will be adjusted for A/B schedule.

In person days will consist of:

- Face-to-Face learning opportunities with the teacher.
- Students will take academic responsibility by preparing questions for the teacher based on their experience during remote learning
- Teachers will utilize direct and guided instruction methods. Instruction will be supported by student use of chrome books in the classroom.
- The focus of the in-person lesson days is to support skill and concept acquisition and support any misunderstandings inhibiting proficiency.

Remote days will consist of:

- Online submission of independent assignments to include homework, checks for understanding, SLO and Standards bases alignment, quizzes and projects.
- Online practice utilizing Lexia Power Up, DreamWorks, Extra Math, etc. and the viewing of videos essential for lessons.
- The focus of remote lesson days is to check for progress towards skill mastery, allow for independent practice and collection of progress data on skill mastery.

At Trenton Restorative Academy, students are expected to pass every class. Any time a student's grade falls below a 70%, we consider that student in academic crisis. Students are expected to make academic progress in every class. For promotion to the next grade level, students will need to have completed the requirements outlined. Students who are not passing all classes are at risk for being retained.

ACADEMIC BELL SCHEDULE:

School start times have been adjusted to reflect a more developmentally appropriate approach.

The schedules are as follows for both Phase One and Two.

Grades 6-10: Start time 7:30 am /End time 11:45 pm

WEEKLY SCHEDULE

Hybrid Schedule with Reduced Capacity

Week	M	T	W	Th	F
Week 1	A	A	Virtual	B	B
Week 2	A	A	Virtual	B	B

Students will be divided into A-Day and B-Day Cohorts. The hybrid schedule provides students with in-person instruction two days per week. TPS will work to ensure that siblings and families residing together will attend schools on the same days. Families requiring schedule adjustments should contact their building principal. On A days, students in Cohort A will receive in-person instruction, while students in Cohort B will receive synchronous live instruction through Zoom or Google Meet. On V days, all students will receive virtual instruction. It is required that all students follow their assigned schedule as if they were physically in school. All attendance procedures will continue to be followed as attendance is expected and required.

BELL SCHEDULE

Staff Day: 7:25 am – 2:10 pm
Students Day: 7:30 am – 2:00 pm

Period 1	Period 2	Period 3	Period 4
7:30 am - 8:00 am	8:00 am – 8:30 am	8:35 am - 9:05 am	9:05 am - 9:35 am
Period 5	Period 6	Period 7	Period 8
9:40 am - 10:10 am	10:10 am - 10:40 am	10:45 am - 11:15 am	11:15 am - 11:45 am
11:45 am – 12:30 pm Student & Staff Lunch			
12:30 pm – 1:24 pm Online Independent Learning Component / Executive Functions			
1:24 pm – 2:00 pm Student Independent Study			

Reopening Schedule								
Section	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
	7:30 - 8:00 (30 Min)	8:00 - 8:30 (30 min)	8:35 - 9:05 (30 min)	9:05 - 9:35 (30 min)	9:40 - 10:10 (30 min)	10:10 - 10:40 (30 min)	10:45 - 11:15 (30 min)	11:15 - 11:45 (30 min)
71SE(SPED)	Gym Franco	Music	ELA (Judge)	ELA (Judge)	Science (Elzayet)	SS (Mellissari)	Math (Voruganti)	Math (Voruganti)
81SE(SPED)	Art	Gym Franco	Science (Elzayet)	SS (Mellissari)	Math (Voruganti)	Math (Voruganti)	ELA (Judge)	ELA (Judge)
82SE(SPED)	Math (Voruganti)	Math (Voruganti)	Gym Franco	WL	ELA (Judge)	ELA (Judge)	Science (Elzayet)	SS (Mellissari)
7--1GE	Gym Feeney	Technology	ELA (Bland)	ELA (Bland)	Science (Green)	SS (Fox)	Math (Phanse)	Math (Phanse)
7-2GE	WL	Gym Feeney	Science (Green)	SS (Fox)	Math (Phanse)	Math (Phanse)	ELA (Bland)	ELA (Bland)
8--1GE	Math (Phanse)	Math (Phanse)	Gym Franco	Art	ELA (Bland)	ELA (Bland)	Science (Green)	SS (Fox)
9--1GE	Intensified Algebra (Winthrop)	Intensified Algebra (Winthrop)	Physics (Jenkins)	Physics (Jenkins)	9th Grade Music	9th Grade Music	9th Grade Technology	9th Grade Technology
9--2GE	ELA Foundations (Leporino)	ELA Foundations Leporino)	World History (Rodgers)	World History (Rodgers)	9th Grade Gym Franco	9th Grade Gym Franco	9th Grade Art	9th Grade Art
10--1GE	Biology (Jenkins)	Biology (Jenkins)	Geometry (Winthrop)	Geometry (Winthrop)	10th Grade Technology	10th Grade Technology	10th Grade WL	10th Grade WL
10--2GE	US History (Rodgers)	US History (Rodgers)	ELA2 (Leporino)	ELA2(Leporino)	10th Grade Gym Feeney	10th Grade Gym Feeney	10th Grade Music	10th Grade Music
11:45 pm - 12:30 pm Student & Staff Lunch (Grab and Go Lunch)								
12:30 pm - 1:24 pm Academic/Executive Functioning Intervention (55 min)								
Independent Study 1:24 pm - 2:00 pm								

ONE STUDENT, ONE DEVICE and CONNECTIVITY

In March 2020, when schools closed, we offered paper packets and online access to assignments in Google Classroom. Over the course of a few months, we shifted to online learning as much as possible. It became apparent that reviewing skills from paper packets was not sustainable. This led to Trenton Restorative Academy adopting a policy of providing each student with a Chromebook for online learning.

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below:

- Families are expected to abide by Trenton Public School's Technology and Device Contract that is renewed at the beginning of each school year.
- Students who were issued Chromebooks during March-June 2020 will maintain their Chromebooks and use them for the 2020-2021 school year and beyond.
- If a family has more than one student in the district, each student should receive a learning device from their respective schools.
- If a family does not have internet access, there are possibilities to use cell phone data services with hotspots, explore for discounted internet access, access to local free Wi-Fi if living close to business organizations and the potential to apply for district-provided devices that offer internet access. Trenton Public School's has equipped each school building with additional Wi-Fi access.

Trenton Restorative Academy School eliminated the use of paper packets because we feel this is the safest option for our students and staff as we prevent possible spread of germs.

REMOTE LEARNING

Should this ever happen again, we would like our instruction to be uniform across the board. With that in mind, we will continue to use district-approved resources

Trenton Restorative Academy supports our students on various learning platforms that allow for continuous remote learning. All students can access these platforms through using their district-issued Chromebooks. These platforms include:

- **Lexia Power Up**
- **Google Classroom, Google Meets**
- **Delta Math, Dream Box and Khan Academy** for student mastery of mathematical facts
- **Zoom** a meeting platform that some teachers may use for classroom instruction

III. EXTRACURRICULAR AND SPORTS

In consultation with the Department of Education, the District is currently determining the feasibility of sports and extracurricular activities.