

**The Center School**  
**2023- 2024 School Year**  
**Program for Virtual/Remote Instruction**  
**(August 1, 2023)**

**The Center School**  
2 Riverview Drive  
Somerset, New Jersey, 08873  
Contact:  
Dr. Ronald P. Rinaldi  
Office: 908-253-3870  
Cell: 908-304-2344  
[rrinaldi@center.school](mailto:rrinaldi@center.school)

## Introduction

The Center School initiated a remote learning plan on March 17, 2020 which continued through the end of the 2019-2020 academic school year. This plan was a comprehensive plan requiring daily virtual direct instruction for all students in all classes and delivery of all the related services every students' IEP mandated. The Center School's July ESY program continued under this remote learning plan and operated under the same guidelines for daily virtual direct instruction and related services.

Guided by the most recent Covid-19 Federal, State, and Local updates and guidelines (see references), The Center School had created “fluid” school reopening plans for the 2020-2021 academic school year by expanding its remote learning plans to include a Hybrid element (defined as a combination of in-school instruction and remote on-line instruction), updated remote instruction practices, and practices and protocols for in-person schooling. These plans encompassed the educational and safety needs and concerns, as well as federal, state, and local guidelines, for students, their families, and school staff. The plans successfully allowed The Center School to conduct a full year of in-person schooling while offering synchronous instruction to students opting to remain home.

For the school year 2023- 2024, The Center School plans for maintaining a virtual/remote instruction protocol follows state mandated guidelines are outlined in the following pages of this document. This outline is formatted with input from New Jersey Department of Education's August 20, 2021 report ***The Road Forward: Health and Safety Guidance for the 2021-2022 School Year***, which provided all New Jersey schools a guide to their reopening strategies. Our plans were created by collecting, analyzing, and synthesizing information from stakeholders within and outside of the Center School. Understanding that the COVID-19 pandemic has reshaped the format of K-12 education going forward, our plans reflect the best practices and mandated requirements obtained to this date.

It is important to note, however, that everyone understands these plans are “fluid”. Our plans include the anticipated minimum standards and additional considerations delineated by the CDC, New Jersey Department of Health, New Jersey Department of Education, and Governor's Office. This means that they are subject to change at any time as we are directed by the federal, state, and local authorities who can update and change guidelines as time goes by due to the changing circumstances of the pandemic and new information gained from health practices. Hence, we must be flexible and capable of changing procedures and plans at any time going forward.

## DETAILED PLAN

### General Health and Safety Guidelines

The Center School is:

- Following all CDC guidelines as they are updated to provide a safe and healthy environment.
- Promoting behaviors that reduce the spread of Covid-19:
  - Staying home when appropriate
  - Hand hygiene and respiratory etiquette
- Establishing and maintaining communication with the local county health department to determine current mitigation levels and remain consistent with best health practices.
- Creating contingency plans for emergency operations in the event facility closure becomes necessary.
- Maintaining contingency plans for full remote on-line learning should schools be required to close due to changes in the current health crisis.
- Establishing a diverse **Emergency Response Team** to oversee implementation of the school's virtual/remote plan. The team includes:
  - School Executive Director
  - Principal
  - School Assistant Director
  - Teacher representing each grade band served by the school
  - School counselor
  - School nurse
  - School safety security specialist
  - HR representative
  - IT Department
- The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.

### Classrooms, Testing, and Therapy Rooms

#### **Building Environment**

- Use of shared objects is being limited and multiples of most items are being supplied. If items must be shared, they are being cleaned as often as possible.
- Hand sanitizing stations are being stationed in each learning studio and in each hallway.
- Our patio area will be available for outdoor classrooms when possible and when seasonally appropriate.
- HVAC system maintains required state standards for outside air flow when the building is in occupied mode. As per the state guidelines, our HVAC system is maintained based on

manufacturers' recommendations. HVAC systems will run at their optimal settings using the highest-grade filter per manufacturer's specifications and filters will be changed according to the manufacturer's recommended maintenance intervals.

### Transportation

The Center School is an APSSD, out of district placement, serving over 50 sending school districts. Students transported to/from school are on school buses contracted by each sending district and therefore all school bus (transportation) issues are the responsibility of those sending districts.

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

- All common areas will have hand sanitizer stations available for use.
- All common areas not necessary, or when not in use will be closed off and entering will be prohibited to maintain cleanliness of those areas.

### Response to Students and Staff with Covid-19

TCS policy for screening for Covid-19 and history of exposure are as follows:

- Each morning parents/guardians will be responsible for ensuring their child is not ill and show no signs of Covid symptoms NOT OTHERWISE EXPLAINED by other baseline ailments.
- Students who arrive at the school showing possible health concerns, or who arrive with Covid-19 compatible symptoms will be supervised in an isolation room where they will be monitored by the nurse and staff, kept socially distanced, and remain in isolation with continued supervision and care until picked up by an authorized adult.
- All students exhibiting Covid-19 compatible symptoms shall be sent home and advised to consult with their primary care professional.
- All students who are reported as Covid-19 compatible positive are requested to stay home or are sent home will be documented. The school nurse will maintain follow up with those families to update the students' status.

TCS policy for screening staff for Covid-19 and history of exposure are as follows:

- All staff will be required to perform a daily symptom screen on themselves before leaving for work and will stay home if testing positive for Covid-19.
- For those individuals who test positive, regardless of vaccination status, and individuals with COVID-19 symptoms who have not been tested and do not have an alternative diagnosis from their healthcare provider, should stay at home for at least 5 full days after symptom onset or after the positive test. Individuals who have no symptoms, or symptoms

are resolving after 5 days and are fever-free for 24 hours, can return to school and wear a mask for an additional 5 days.

### **Wearing of Masks**

The wearing of masks is optional for all individuals.

### **Facilities Cleaning Practices**

The Center School will continue to adhere to existing facilities cleaning practices and procedures and has adopted the latest specific guidelines from the state and local authorities for cleaning and disinfecting. A schedule has been developed for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitizing bathrooms daily and between use as much as possible. All cleanings are performed by properly trained custodial/maintenance staff.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets, and manufacturer specifications and are being used with required personal protective equipment for the product.

Other practices adopted are:

- Communal spaces cleaned and disinfected throughout the day.
- Ongoing and constant sweeps of cleaning and disinfecting of high-contact surfaces including (but not limited to) door handles, light switches, playground equipment, and student desks.
- Hand sanitizing stations located in common areas, in each hallway, in the reception area.
- Hand sanitizers located in each classroom.
- Deep cleaning each night.

Remote Learning- Full on-line remote

ELEMENTARY SCHOOL SCHEDULE								
FULL DAY			EARLY DISMISSAL			DELAYED OPENING		
HR	Homeroom	8:35 - 8:45	HR	Homeroom	8:35 - 8:45	HR	Homeroom	10:35 - 10:40
P1	Morning Meeting	8:45 - 9:00	P1	Morning Meeting	8:45 - 9:00	P1	Morning Meeting	10:40 - 10:55
P2	Snack	9:00 - 9:15	P2	Snack	9:00 - 9:15	P2	LAL	10:55 - 11:25
P3	LAL	9:15 - 10:15	P3	LAL	9:15 - 9:45	P3	Math	11:25 - 11:55
P4	Math	10:15 - 10:55	P4	Math	9:45 - 10:15	P4	Elective 1	11:55 - 12:20
P5	Elective 1	10:55 - 11:25	P5	Elective 1	10:15 - 10:45	P5	Story Time	12:20 - 12:45
L	Lunch	11:25 - 11:50	P6	Story Time	10:45 - 11:10	L	Lunch / Recess	12:45 - 1:10
R	Recess	11:50 - 12:15	P7	SCI/SS	11:10 - 11:40	P6	Elective 2	1:10 - 1:35
P6	Story Time	12:15 - 12:45	P8	Elective 2	11:40 - 12:10	P7	SCI/SS	1:35 - 2:00
P7	Elective 2	12:45 - 1:25	L	Lunch / Recess	12:15 - 12:40	P8	Choice	2:00 - 2:30
P8	SCI/SS	1:25 - 2:10	P9	Choice	12:40 - 1:00	HR	Homeroom	2:30 - 2:35
P9	Choice	2:10 - 2:30	HR	Homeroom	1:00 - 1:05	D	Dismissal	2:35
HR	Homeroom	2:30 - 2:35	D	Dismissal	1:05			
D	Dismissal	2:35						

MIDDLE SCHOOL SCHEDULE								
FULL DAY			EARLY DISMISSAL			DELAYED OPENING		
HR	Homeroom	8:35 - 8:45	HR	Homeroom	8:35 - 8:45	HR	Homeroom	10:35 - 10:45
P1	Language Arts	8:45 - 9:45	P1	Language Arts	8:45 - 9:15	P1	LAL	10:40 - 11:10
P2	SEL	9:45 - 10:15	P2	SEL	9:15 - 9:45	P2	SEL	11:10 - 11:30
P3	Elective 1	10:15 - 10:50	P3	Elective 1	9:45 - 10:15	P3	Elective 1	11:30 - 11:55
P4	SCI/SS	10:50 - 11:30	P4	SCI/SS	10:15 - 10:45	L	Lunch/Recess	11:55 - 12:20
P5	Study Skills	11:30 - 11:50	P5	Study Skills	10:45 - 11:15	P4	SCI/SS	12:20 - 12:50
L	Lunch	11:50 - 12:15	P6	Math	11:15 - 11:45	P5	Study Skills	12:50 - 1:05
R	Recess	12:15 - 12:35	L	Lunch/Recess	11:45 - 12:10	P6	Math	1:05 - 1:35
P6	Math	12:35 - 1:30	P7	Elective 2	12:10 - 12:40	P7	Elective 2	1:35 - 2:00
P7	Elective 2	1:30 - 2:10	P8	Choice	12:40 - 1:00	P8	Choice	2:00 - 2:30
P8	Choice	2:10 - 2:30	HR	Homeroom	1:00 - 1:05	HR	Homeroom	2:30 - 2:35
HR	Homeroom	2:30 - 2:35	D	Dismissal	1:05	D	Dismissal	2:35
D	Dismissal	2:35						

HIGH SCHOOL SCHEDULE								
FULL DAY			EARLY DISMISSAL			DELAYED OPENING		
HR		8:35 - 8:45	HR		8:35 - 8:45	HR		10:35 - 10:40
P1		8:45 - 9:27	P1		8:46 - 9:15	P1		10:40 - 11:05
P2		9:28 - 10:10	P2		9:16 - 9:45	P2		11:05 - 11:30
P3		10:11 - 10:53	P3		9:46 - 10:15	P3		11:30 - 11:55
P4		10:54 - 11:36	P4		10:16 - 10:45	P4		11:55 - 12:20
P5		11:37 - 12:19	P5		10:46 - 11:15	L		12:20 - 12:45
L		12:20 - 12:44	L		11:16 - 11:40	P5		12:45 - 1:10
P6		12:45 - 1:27	P6		11:41 - 12:10	P6		1:10 - 1:35
P7		1:28 - 2:10	P7		12:11 - 12:40	P7		1:35 - 2:00
P8		2:10 - 2:30	P8		12:41 - 1:00	P8		2:00 - 2:30
HR		2:31 - 2:35	HR		1:01 - 1:05	HR		2:30 - 2:35
D		2:35	D		1:05	D		2:35

**Remote Learning- Full on-line remote**

In the event the school needs to close completely and transition to fully remote-learning instruction at any time, due to the changing health crisis situation or a statewide emergency, The Center School has maintained its ability to resume the remote-learning program initiated in March of 2020. Google classrooms, learning resources, and technology have all been prepared for the transition. Additionally, a revised school schedule has been created. The school schedule for full remote-learning will be the same as the above listed in person schedule for High School students and Middle School students. Students in the High School and Middle School will attend virtual classes for a complete school day. The only change is the Elementary School schedule which will not be a whole day, but rather run from 8:45 am to 11:40 am each day.

Both academic classes and extracurricular activities (a number of after school clubs) are being offered in this remote/virtual plan. Summer ESY programming is also part of the virtual/remote planning.

Growth and learning measurement will continue to follow the school’s current grading system, and current PLAAFPs created for each student as when they are in-person.

Tentative Full Remote Schedule for Elementary School			
Days 1,3,5		Days 2,4	
LAL	8:45 – 9:30	LAL	8:45 - 9:30
Science / SS	9:30 – 10:00	Science / SS	9:30 – 10:00
Math	10:00 – 10:50	Math	10:00 – 10:50
Electives	10:56- 11:36	Gym	10:56- 11:36
*Office hours, extra assistance	11:36- 12:30	*Office hours, extra assistance	11:36 – 12:30

\* (Note- ES schedule may be modified slightly if/when full remote learning restarts)

**School Lunch Program**

Free/Reduced Eligible Program	
# Students	5
Delivery Method	Parents are notified of locations in their respective districts where they can pick up food through “grab and go” sites via state School Nutrition Program
SFA Name	School Nutrition Program, State of NJ Dept. of Agriculture
Agreement #	02409486

**Technology**

The Center School’s remote learning program was implemented to allow 100% of our students to access via school supplied laptops & chrome books. All students are assigned this technology and all students have had wifi connectivity. To maintain this technology, we have established procedures and protocols to resolve issues such as connectivity or broken laptops with

a technical support team which can respond in a quick and successful manner to mitigate downtime or lapses in student access to remote instruction.

Digital Divide	<ol style="list-style-type: none"> <li>1. None being experienced at this time. All students have access to technology.</li> <li>2. All students have a school provided laptop assigned to them.</li> <li>3. All students have been taught how to use their laptops and successfully utilized them during our March-July remote learning program.</li> <li>4. All students have been instructed in how to contact technical support for troubleshooting issues.</li> <li>5. All students have wifi connectivity (see below).</li> </ol>
Technical Assistance for Staff	<ol style="list-style-type: none"> <li>1. Hours have been established for our Technical Instructors. Instructors have and will continue to be available for teachers to call, email, or Google Meet for assistance in setting up online resources.</li> <li>2. Technical Instructors also have the ability to access computers via Chrome Remote Desktop for more extensive assistance.</li> <li>3. Specific email for tech support. <a href="mailto:techsupport@center.school">techsupport@center.school</a></li> </ol>
Non-WIFI Homes	<ol style="list-style-type: none"> <li>1. 1. None at this time.</li> </ol>
Technical Support for Students	<ol style="list-style-type: none"> <li>1. Information and instructions have been sent and are available on the school website for all families regarding how to contact the school for technology support, issues, questions.</li> <li>2. Technical Instructors have and will continue to be available from 8:45-3:00 pm each day for students to call, email, or Google Meet for assistance in setting up online resources.</li> <li>3. Technical Instructors also have the ability to access computers via Chrome Remote Desktop for more extensive assistance.</li> <li>4. Specific email for tech support. <a href="mailto:techsupport@center.school">techsupport@center.school</a></li> <li>5. Additional technical materials have and will continue to be made available for pick-up and/ or delivered to families.</li> <li>6. Weekly pick-ups and deliveries of broken and fixed laptops are part of the school's remote learning program for families notifying the school of computer issues.</li> <li>7. Teachers and counselors have daily communications with parents and any technology issues are communicated immediately to the administration for resolution.</li> </ol>
On-line technology being used	<p>Google Classroom  Google Meet  Google Chat  Google Docs  Google Hangouts  Google Sheets  Google Calendar  IXL  Ispire  Learning Ally  Zoom  Additional programs as they are implemented by teachers</p>
Communications	<ol style="list-style-type: none"> <li>1. Attendance, assessments, and grading will all be the same for students whether they are in-person or remote. These will follow the</li> </ol>



	<p>normal procedures previously employed prior to the onset of remote learning in March 2020. Students will be expected to attend all their classes daily. Absences or missed classes will be reported to the parents by the Principal of the school.</p> <p>2. All IEP meetings will be held virtual with Case managers advised of all issues.</p>
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**Related Services**

All IEP mandated related services (OT, PT, Speech & Language, Reading, and Counseling) will continue to be delivered without interruption regardless of the instructional setting The Center School will be in. These services had continued uninterrupted and unabated when The Center School entered full remote on-line learning in March 2020, and the same programming will be utilized should the school is closed by the state due to a change in the current health crisis in the coming months. All IEP, reevaluation, and other special education related meetings with district stakeholders and families will continue to be held utilizing on-line platforms as much as possible and when feasible to both meet scheduling needs, minimize school visitors, and follow safety and health guidelines for social distancing. Additionally, all methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications will be continued, uninterrupted, should we need to go virtual.

**School Safety and SEL**

School Safety: State mandated laws requiring school safety and security practices and drills have not, to this date, been changed or suspended due to the current health crisis. To balance the current health practices requirements with the safety of our students and staff, school safety practices will be maintained as previously practiced keeping in mind the need to add best practices for social distancing. The school safety coordinator is maintaining constant communications with state authorities to stay abreast of any and all changes that may be implemented by the state under the current health crisis, as well as best practices for emergency drills. These guidelines are being furnished by the New Jersey Department of Education Office of School Preparedness and Emergency Planning. Officials from the NJDOE OSPEP will be working directly with schools to help implement the selected drills during these months.

Social Emotional Learning (SEL): SEL programming is offered to all students. In order to further promote our trauma-sensitive learning environment, a number of steps have been implemented in addition to creating a SEL Committee:

- Providing opportunities for student connection (both with peers and teachers).
- Creating a predictable setting and routine regardless of in-person, hybrid, or full remote learning.
- Creating opportunities for student choice and voice.

- Evaluating current student behavior management.
- Continual assessment of students' emotional needs.
- Increased support for students who may be experiencing social, emotional, behavioral, and mental health challenges.
- Create opportunities for staff to regularly practice and reflect on their social and emotional competencies.
- Supporting students and staff in feeling safe, connected, and hopeful.
- Establishing routines and maintaining clear and regular communications with staff.
- Facilitating opportunities for communication, connection, and reflection with our families (i.e.: virtual town-halls, small group online meetings, surveys, etc.).

## References

- Centers for Disease Control and Prevention. (July, 23, 2020). *Checklist: Planning for virtual or at-home learning*. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/parent-checklist.html>
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- New Jersey Education Association. (July 28, 2020). *Recommended practices for basic health & safety in school reopening plans*. Retrieved from: <https://www.njea.org/>